



# IT Training for the Latest Jobs

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[bucks.edu/con-ed-courses](http://bucks.edu/con-ed-courses)

Continuing  
Education  
Public Safety  
Workforce  
Development



Bucks County  
Community College

Fall 2013  
Sept - Dec

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## Stay Connected



View Course Offerings Online

View Courses Online: [bucks.edu/con-ed-courses](https://bucks.edu/con-ed-courses)

Sign Up For Updates, or Request Info: [bucks.edu/coned-info](https://bucks.edu/coned-info)



**Join Continuing Education on Facebook**

**Visit [facebook.com/bucks.coned](https://facebook.com/bucks.coned)**

### Other Program Facebook Pages:

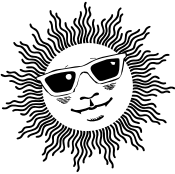
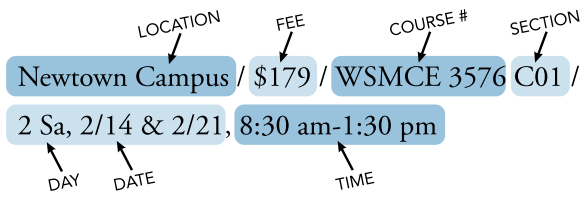
- IT Academy - [facebook.com/bucks.itacademy](https://facebook.com/bucks.itacademy)
- Kids on Campus - [facebook.com/kocbucks](https://facebook.com/kocbucks)
- Medical Imaging - [facebook.com/bucks.rad](https://facebook.com/bucks.rad)

# Welcome to Bucks County Community College!

We are committed to providing accessible, affordable, convenient educational solutions to help individuals, businesses, healthcare providers, social service agencies, economic and workforce entities, and our public safety partners succeed in our changing world. Widen your range of career-building proficiencies, or learn what you need to enter a new field.

- **Gain skills to build your career**
- **Maintain the competitive edge of your workforce**
- **Engage your passion for learning**

## How To Read Course Details



## Kids On Campus 2014

Kids on Campus 2013 was a huge success!

Come back in 2014 for creative workshops and sports clinics that will make your child's summer a learning experience and a fun adventure.

Call **215-968-8409** to have a brochure sent to you or visit our website.

**Gift Certificates Available**



[www.bucks.edu/kidsoncampus](http://www.bucks.edu/kidsoncampus) \* [kidsoncampus@bucks.edu](mailto:kidsoncampus@bucks.edu)

**Here's what campers and parents love about Kids on Campus.**

- One week offerings; flexibility
- Great selection of interesting camps; quality programs
- Camps focus on a single topic of interest; my kids learn something while having fun.
- Safe environment; well-supervised (good ratio of staff to students)
- Good facilities; get a "campus" experience (feel grown up)
- Affordable; good value
- Talented and enthusiastic staff

### **For Camp Updates**

follow us on facebook: [www.facebook.com/kocbucks](http://www.facebook.com/kocbucks)  
or check our site: [www.bucks.edu/newcamps](http://www.bucks.edu/newcamps)

## Act 48 for Educators

### Certified but not teaching now? You need ACT 48 too!!

Bucks' Department of Continuing Education is an approved provider of learning activities required by Act 48. Your hours earned for Act 48 will be reported to the Division of Planning - PDE - Teaching and Learning Support in Harrisburg by the Department of Continuing Education. You will receive a letter from the college verifying the completion of the Act 48 activity. To check your Act 48 record on the PDE Management System go to [www.pde.state.pa.us](http://www.pde.state.pa.us) and click on "Act 48 Reporting System."

Look for the Act 48 symbol next to the classes throughout the brochure that have been approved for professional education activity hours.

For more Act 48 information contact  
Denise McCardle, 215-504-8602  
email: [mccardle@bucks.edu](mailto:mccardle@bucks.edu)  
[www.bucks.edu/act48](http://www.bucks.edu/act48)



## Online Training

All courses can be taken online from the convenience of your home or office.

Just look for  
the online  
mouse icon.



**Instructor-facilitated Online Courses** - Every course includes an expert instructor.



[www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

### Online Courses and Certificates Skills for the 21st Century

Get skills for the 21st century. Demonstrate your knowledge. Boost your productivity and your organization's bottom line.

- Online learning is easy. It's fun!
- Participate anytime day or evening, from any computer.
- Most courses are offered 4 times a year.
- Classes start the first Monday of the month.

Technical requirements:

- Internet access with Internet Explorer, Firefox, or Safari web browser.
- Audio software such as Windows Media, Real, Quicktime, or Flash.
- Speakers to listen to audio.

For more information, contact Director, Continuing Education: 215-968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu).

## Veterans Approved Courses

Look for this symbol showing the non-college degree courses approved by the Department of Veteran Affairs.



## Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

## Online Training - cont'd

All can be taken online from the convenience of your home or office.

### More Instructor-facilitated Online Courses

Every course includes an expert instructor.

Just look for  
the online  
mouse icon.



Learn More

[www.ed2go.com/bucks](http://www.ed2go.com/bucks)

Ed2go online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Please visit [www.ed2go.com/bucks](http://www.ed2go.com/bucks) for additional offerings. Look for the ed2go logo throughout the brochure.

A new section begins each month:

Sept 18

Oct 16

Nov 13

Dec 11

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

For more information, contact Director, Continuing Education: 215-968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu).



[www.gatlineducation.com/bucks](http://www.gatlineducation.com/bucks)

Bucks County Community College, in partnership with Gatlin Education Online Career Training Courses, offers online, open enrollment, self-paced programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encouraging and motivating you to succeed. Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere.

Visit [www.gatlineducation.com/bucks](http://www.gatlineducation.com/bucks) to view a complete list of courses available.

For more information, contact Director, Continuing Education: 215-968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu).



[www.theknowledgebase.org/bucks](http://www.theknowledgebase.org/bucks)

Looking for affordable, self-paced, online certificate programs that can train you for the latest, in-demand job skills? Bucks in partnership with Protrain Online is your solution! With online training you have flexible anytime, anywhere learning. Take a look at what we have to offer and start training today!

Program areas:

- Leadership/Management
- Trades & Industrial
- Internet/Web/Multimedia Design
- Desktop Skills
- Green/Renewable Energy

For more information, contact Director, Continuing Education: 215-968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu).



## Emergency Closing/ Inclement Weather

We may at times be forced to cancel classes. Please register for BCCC emergency alert system which will send urgent notifications regarding Campus activities to your cell phone and/or email at:

<http://www.e2campus.com/my/bucks/signup.htm>

The most up-to-date information will also be available on the college's website at: [www.bucks.edu](http://www.bucks.edu)

## Ordering Textbooks

Texts required for Continuing Education courses may be ordered from the BCCC Bookstore ([www.bucks.edu/bookstore/](http://www.bucks.edu/bookstore/) 215-968-8459) or from a vendor of your choice.

## Cultural Programming 2013

### Coming Fall 2013!

A Family Favorite Returns to Bucks...

### *Golden Dragon Acrobats*

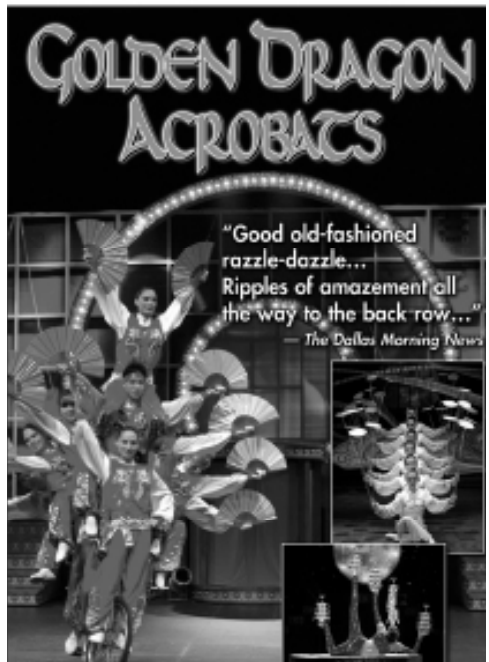
**Sunday, September 29, 2013**

Two performances: **2pm and 5pm**

Tickets: [www.bucks.edu/tickets](http://www.bucks.edu/tickets)

Info: [www.bucks.edu/cultural](http://www.bucks.edu/cultural)

Phone: **215.968.8087**



**For further information and group sales please contact the Office of Community and Cultural Programming at 215.968.8087 or email [leej@bucks.edu](mailto:leej@bucks.edu)**

- Cultural Events Calendar: <http://www.bucks.edu/cultural>
- Call **215-968-8087** for a brochure

# Allied Health Programs



- Unless otherwise noted, for further information on the following courses, please contact Allied Health at 215-968-8025.
- For more information visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- Allied Health Website: [www.bucks.edu/alliedhealth](http://www.bucks.edu/alliedhealth)
- To register, visit: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), or call 215-968-8409 (Option #1)

## Allied Health Certificates and Courses

9

The Allied Health Practitioner program includes several tracts of courses specially designed for students wishing to enter these fields as a direct care practitioner.

CPR and First Aid Training .....	14	Other Allied Health Certificates & Courses..	12
• All CPR and First Aid Courses		• Phlebotomy for Healthcare Personnel	
Medical Imaging.....	9	• EKG/Phlebotomy Technician Comprehensive	
• Radiography Program		• Phlebotomy Technician Hybrid	
Nursing.....	9	• Dental Assisting Program	
• Nurse Aide Training Program		• Gerontology	
• Practical Nursing Program		• Thanatology	
Continuing Education for Nurses .....	11	• Personal Trainer	
		• Pharmacy Technician Comprehensive	
		• Physical Therapy Aide Program	

## Healthcare IT and Practice Management

14

For those seeking to become a member of the new HIT Implementation, Support Specialist, & Practice Management Teams.

Practice Management Courses .....	14	Grant Funded Healthcare Information Technology Courses .....	14
• Medical Transcription A to Z		• Electronic Health Record & Practice Management and Medical Reimbursement/Coding Specialist Certificate Comprehensive Program	
• Medical Terminology		• Medical Reimbursement/Coding Specialist Certificate	
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## Healing Arts & Massage Modalities

15

The Continuing Education program includes courses specially designed for students who wish to complete their requirements for licensing and recertification.

Healing Arts.....	15	Massage Modalities .....	16
• Harp Therapy		• Advanced Corrective Therapies	
• Good Vibrations: An Introduction to Sound Therapy		• Massage & Clients with Cancer	
• Reiki Courses		• Acupressure For Anyone – Your Health is in Your Hands	
		• Clinical Acupressure I: Basic Applications	

## Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.



## Allied Health Certificates and Courses

For those wishing to enter the medical field as a direct care practitioner

### Medical Imaging

#### Radiography Program

**The Radiography Program** is a twenty-two month, full-time program that will prepare you to enter the field of diagnostic medical imaging. A new class begins each May. Application packet deadline is November 30th of each year for the upcoming May class. Classroom activities, laboratory, and clinical activities assist in learning radiography. Patient care, radiation protection, and technical skills are emphasized throughout the curriculum. Current clinical sites are Grand View Hospital, St. Mary Medical Center, Aria Healthcare System Hospitals, Lower Bucks Hospital, Abington Lansdale Hospital, Rothman Institute, Children's Hospital, Mercer Bucks Orthopedics, Phoenixville Hospital, and Tri State Imaging. You will receive a certificate at the successful completion of the program and will be eligible to sit for the examination given by the American Registry of Radiologic Technologists. Upon passing the examination, you can become a registered Radiographer or Radiologic Technologist and may work in a variety of settings: hospitals, clinics, physicians' offices, mobile x-ray companies, public health, and industry.

Tuition \$14,450 + Books



**For more info on all Medical Imaging Programs:**

**Marie Leodore, Director - Medical Imaging,**  
**215-968-8475, email: leodore@bucks.edu**  
[www.bucks.edu/radiography](http://www.bucks.edu/radiography)

#### Registry Review (40 hrs)

Online Registry reviews available for Radiography, Computed Tomography and Magnetic Resonance Imaging tailored to your needs. Online practice exams available. *Staff*

\$200/ program is ongoing; contact Marie Leodore at leodore@bucks.edu for updates.

CT – WRADT 1210 W20/  
 MRI – WRADT 1211 W20/  
 Radiography – WRADT 1099 W20



Check us out online at:

**[www.bucks.edu/radiography](http://www.bucks.edu/radiography)**

#### Dental Radiography Test Prep Online (40 hrs)

Are you a dental assistant wanting to expand into dental radiography? This 144-hour online course will enable you to sit for the Radiation Health Safety (RHS) portion of the CDA/DANB examination. Meeting M/W/F, online in the evenings for 4-hour sessions lasting 12 weeks. *Marie Leodore*

For more information contact Marie Leodore at leodore@bucks.edu

Text: Dental Radiography: Principles and Techniques 4th Edition by Iannucci

Online/ \$499/ WRADT 1214 W20/ 12 Mon, 12 Wed, & 11 Fri, 9/9, 5-9 pm



### Nursing

#### Practical Nursing Program

The Practical Nursing Program is a full-time, twelve month, state approved program beginning annually in July. The curriculum consists of a wide variety of clinical experience, along with classroom instruction. Successful completion of our certificate program prepares you to sit for the National Council Licensure Examination LPN (NCLEX) and become a Licensed Practical Nurse. This program is an excellent stepping stone towards a RN degree, or can provide exciting opportunities working as a LPN in a variety of patient care settings. The first step to admissions is the NLN-PN Pre-Entrance Exam, which is a non-medical, basic Math, Reading, and Science test. There are a limited number of testing dates, so register today!

**For more information about the PN Program call:**

**Michelle Rue, Director**  
**Practical Nursing Program**  
**215-968-8448, email: ruem@bucks.edu**



**Approved by the Commonwealth of Pennsylvania State Board of Nursing.**

Registration information for the NLN-PN Pre-Entrance Exam, is available on our website:

**[www.bucks.edu/practical](http://www.bucks.edu/practical)**

You may also contact us at pnursing@bucks.edu with your complete name and address or call 215-968-8025, Option 1.

#### NLN-PN Pre Entrance Exam Review (51 hrs.)

The first step to admission in the Practical Nursing Program is taking the NLN-PN Pre-Entrance Exam. This 9-week course will review the basic Math, English and Science skills needed to help you be successful on the exam and pursue your goal of becoming a Practical Nurse. *Staff*

Text: Review Guide for LPN/LVN Pre-Entrance Exam 3rd Edition By National League of Nurses/ Jones & Bartlett Publishers

Newtown Campus/\$229 (plus text)/  
 ATEST 0056 N01/

9 Mon, 8 Wed, 9/30-11/25 6 – 9pm

Check our website, [www.bucks.edu/practical](http://www.bucks.edu/practical) for the NLN-PN Pre Entrance Review Course

**For more information about the PN Program call:**

**Michelle Rue, Director**  
**Practical Nursing Program**  
**215-968-8448, email: ruem@bucks.edu**

**Approved by the Commonwealth of Pennsylvania State Board of Nursing.**

**Continued on page 10**

**Nurse Aide Training Program (130 hours)**

**Requirements PRIOR to registration:** Physical and Two-Step PPD Test, High School Diploma or GED, Assessment Test or evidence of college/trade school courses; verification of Pennsylvania residency; two forms of identification (one photo ID, both must be signature bearing); Pennsylvania State Police Criminal Background Check; FBI Criminal Check for those in Pennsylvania for LESS than two years; interview with Program Coordinator.

**To obtain a registration packet,** Please contact the Allied Health Office by phone 215-968-8025; pick-up at the Newtown Campus in room 004 of the Allied Health Building, or in the lobby of the Upper Bucks and Lower Bucks campus; email your full name and mailing address to nurseaide@bucks.edu; download a copy of the registration packet from our website, [www.bucks.edu/nurseaide](http://www.bucks.edu/nurseaide).

To register: Students must complete all required paperwork prior to contacting the Program Coordinator for an interview appointment. This appointment will include a paperwork review and if applicable, the assessment test.

Online registration is not available for the Nurse Aide Training Program. Students must have all required paperwork and an interview PRIOR to registration. Payment in full is required at time of registration. **Class size is limited to 10 students.**

**Approved by the Pennsylvania Department of Education**

**For more information about the Nurse Aide Program, please contact an Allied Health Coordinator at 215-968-8482**

**Nurse Aide Training Class times and details:**

Newtown Campus/\$929 (includes two textbooks)/WHPAH 0302 WB1 & WB3

WB1/ Classroom: 11 Wed, 9/4-11/13,  
9:30 am-3 pm (no class 7/3), 3 Th, 9/5-9/19, 9:30 am-2 pm,  
Clinical: Pennswood Village / 8 Th, 9/26-11/14,  
7 am-3:30 pm, (11/14, 7 am-2:30 pm)/ *J. Thomas, R.N.*

WB3/ Classroom: 11 Tu, 10/1-12/10,  
8:30 am-2 pm, 3 Th, 9/26-10/10, 8:30 am-1 pm,  
Clinical: Pickering Manor/ 8 Th, 10/17-12/19,  
7 am-3:30 pm, (no clinical 10/31 & 11/28)  
(12/19, 7 am-2:30 pm)/ *C. Gillis, R.N.*

WB4/ Classroom: 11 Sa, 9/7-11/16,  
9:30 am-3 pm, 3 Fri, 9/13-9/27, 9:30 am-2:30pm,  
Clinical: Pennswood Village / 8 Fri, 10/4-11/22,  
7 am-3:30 pm, (11/22, 7 am-2:30 pm)/ *L. Hesson, R.N.*

WB5/ Classroom: 11 Mon, 9/9-11/18, 5pm-10:30pm,  
3 Fri, 9/13-9/27, 5pm-9:30pm/*M. Adams, RN*

Clinical: Chandler Hall/ 8 Thur, 10/3-11/21,  
7am-3:30pm, (11/21, 7am-2:30pm)/ *L. Hesson, RN*

Lower Bucks Campus/\$929 (includes two textbooks)/ WHPAH 0302 W50 & W51

W50/ Classroom: 11 Mon, 9/9-11/18,  
9:30 am-3 pm, 3 Wed, 9/11-9/25, 9:30 am-2 pm  
Clinical: HCR Manor Care/ 8 Wed, 10/2-11/20,  
7 am-3:30 pm, (11/20, 7 am-2:30 pm)/  
*B. Gallagher, R.N.*

W51/ Classroom: 11 Tu, 10/1-12/10, 9:30 am-3 pm,  
3 Thu, 10/3-10/17, 9:30 am-2 pm  
Clinical: HCR Manor Care/ 8 Th, 10/24-12/19, 7 am-3:30 pm,  
(12/19, 7 am-2:30 pm)/  
*B. Gallagher, R.N.*

W52/ Classroom: 11 Th, 9/12-11/21,  
4 pm-9:30pm, 3 Sa, 9/14-9/28, 4 pm-8:30pm  
Clinical: HCR Manor Care/ 8 Sa, 10/5-11/23,  
7 am-3:30 pm, (11/23, 7 am-2:30 pm)/  
*C. Scott, R.N.*

Upper Bucks Campus/\$929 (includes two textbooks)/WHPAH 0302 W70

W70/ Classroom: 3 Wed, 8/28-9/11, 9:30-3 pm,  
10 Tu, 9/3-11/5, 9:30 am- 3pm (9/17 & 10/29  
9:30am-4pm)

Clinical: Life Quest/ 4 Wed, 9/18, 10/23, 10/30,  
11/6, 7 am-3:30 pm, 4 Wed 9/25, 10/2, 10/9,  
10/16 1:30pm-10pm/*Sally VanderLoop, R.N.*

**Register Online!**

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

## Continuing Education for Nurses

For more info, contact Janet Baker,  
Director, Allied Health, at : 215-968-8324  
/ email: bakerj@bucks.edu

### Phlebotomy for Healthcare Personnel

This course is designed as an introduction to, and review of, the basic skills of phlebotomy and a review for returning healthcare workers. This course will include the latest NAACLS guidelines and competencies necessary to provide a continuum of care. Emphasis will be on the fundamental theory and techniques of drawing blood samples as well as safety awareness, proper laboratory practices, and professionalism. *Gail Donegan, BS, MT, (ASCP)*

Text: *So You're Going to Collect a Blood Specimen: An Introduction to Phlebotomy 13th Edition (2010)* by F. Kiechle

Newtown Campus/ \$85/ WHPAH 0331 WB1/  
2 Wed, 10/2 & 10/9, 6-9 pm

### Nursing Review & Re-Entry into Practice

This includes both classroom instruction and clinical experience designed to prepare nurses (RN's & LPN'S) for re-entry into practice, and/or a review of contemporary nursing. *Joyce Welliver, RN, MSN, CRNP*

Requirements: Current PA nurse's license, current healthcare provider CPR certification, professional liability insurance, healthcare insurance and medical clearance, criminal background check by the State Police. All must be provided before clinical experience. All forms can be found on our website:  
[http://www.bucks.edu/nursing\\_review/index.php](http://www.bucks.edu/nursing_review/index.php).

\$1,305 (includes textbook)/ WHPAH 0310 WA1  
Orientation: Newtown Campus/ Wed, 9/11, 6-8 pm  
Classroom: Newtown Campus/ 6 Mon & 5 Wed,  
9/16-10/21, 6-10 pm  
Skills Review: Newtown Campus/ Wed &, Mon,  
10/23 & 10/28, 6-10 pm  
Clinical: St Mary Medical Center/ 4 Mon & 4 Wed,  
10/30-11/25, 6-10 pm

### EKG Interpretation: Basic Cardiac Dysrhythmia Hybrid

This course is designed for nurses, working in telemetry, critical care and trauma, as well as techs working in telemetry units. You will learn concepts that allow for the basic interpretation of EKG rhythms. It will include how to measure and plot EKG rhythm components as well as treatment methods for specific abnormal rhythms. This course has an online portion that is completed prior to the 2 classroom dates. *Susan Salley, RN, CCRN, CEN*

Newtown Campus/\$85/WHPAH 0259 WB1/  
3 hrs Online, 11/18 – 12/3 & 2 Wed, 12/4 &  
12/11, 6-9 pm

Application for nursing contact hours submitted to PSNA

### Heart Failure and Cardiomyopathy

This course is geared for Nurses, EMTs, Paramedics and other healthcare professionals, to learn the relationship between heart failure and cardiomyopathy. It will review ischemic and non-ischemic cardiomyopathy as well as various types of cardiomyopathies, symptomatology, and four classifications of heart failure and current treatment modalities from medical management to surgical intervention. *Susan Salley, RN, CCRN, CEN*

Newtown Campus/\$65/WHPAH 0556 WB1/  
Wed, 9/25, 6-10 pm  
Approved Hours: 4 (PSNA for Nurses)

### Neurological Assessment

This course is geared for Nurses, EMTs, Paramedics and other healthcare professionals, to learn focused, neurological assessment techniques, and review assessment and management techniques for specific neuro-based medical and traumatic emergency care scenarios. *Susan Salley, RN, CCRN, CEN*

Newtown Campus/\$65/WHPAH 0558 WB1/  
Wed, 11/13, 6-10 pm  
Approved hours: 4 (PSNA for Nurses)

### Other Allied Health Certificates and Courses

#### EKG/Phlebotomy Technician Hybrid Comprehensive (150 hours)

This 150-hour hybrid certificate program prepares you to become an EKG & Phlebotomy Technician. You will learn medical terminology, vital signs, patient care skills, how to perform a 12 lead EKG, interpretation of cardiac strips, venipuncture, blood draw collection, and safety. You will be prepared to work in a variety of healthcare settings such as: hospitals, clinics, cardiac rehabilitation centers, laboratories, donation facilities, and physicians' offices. Upon successful completion of these courses you will be eligible to take two separate national certification exams for EKG and Phlebotomy Technician. The costs of the examinations are not included in this course. *Gail Dittes, R.N.*

It is possible to take the 60-hour EKG course only, (\$1,399 – plus text) or the 90-hour Phlebotomy course only (\$1,819 – plus text). For more details call 215-968-8025. Both courses available online.

Newtown Campus/ WHPAH 0261 W20/  
\$3,005 (plus text)/ 12 Sa, 9/21-12/14, 9am-3pm  
(no class 11/30) All other work online.

#### Phlebotomy Technician (90 hours)

This 90-hour certificate program prepares you to become an Phlebotomy Technician. You will learn medical terminology, vital signs, patient care skills, venipuncture, blood draw collection, and safety. You will learn on-line and in the classroom. You will be prepared to work in a variety of healthcare settings such as: hospitals, clinics, laboratories, donation facilities, and physicians' offices. Upon successful completion of these courses you will be eligible to take the national certification exam for Phlebotomy Technician. The cost of the examination is not included in this course. *Gail Dittes, R.N.*

Lower Bucks Campus/ WHPAH 0257 W20/\$1819  
(plus text)  
Class/12 Mon & 11 Wed, 9/23 6-8pm, 9/25-12/11,  
6 – 10pm

#### Dental Assisting Program (70 hours)

This 70-hour Dental Assisting Program prepares you for entry level positions in one of the fastest growing health care positions – Dental Assisting. Administrative aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental operator; dental equipment; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas.

Additionally, this course is designed to prepare you to sit for the DANB Radiology Health and Safety Examination (RHS). The Commonwealth of Pennsylvania requires that any dental office employee who will be performing radiological procedures as auxiliary personnel (other than a licensed dentist or dental hygienist) must take and pass the DANB Radiology Health and Safety Examination (RHS) and register with the State. The cost of this exam is \$175 and is not included as part of the cost of this program. The DANB exam is administered at Pearson Vue Centers. *Lisa Jones*

Newtown Campus/ \$1,605/ (textbook included)  
WHPAH 0701 WB1, WB2

WB1/14 Sa, 9/14 – 12/21, (no class 11/30),  
9am-2:30pm, *Debra DiSandro, RDA*

WB2/ 11 Tu & 9 Th, 10/1-12/12,  
(no class 10/31 & 11/28), 6-9:30 pm, *Lisa Jones*

#### Gerontology

**For more information please contact:**

**Janet Baker, Director, Allied Health at:  
215-968-8324 or email: bakerj@bucks.edu  
or visit this site: bucks.edu/con-ed-courses**

This 42-hour certificate program provides an overview of the aging population in America. It is designed to benefit healthcare practitioners or individuals who work in programs and services for the aging, including nurses, social workers, nursing home administrators, counselors and clergy. This program can also be beneficial to personal caregivers and for people who are interested in exploring the geriatric field. The certificate is awarded upon completion of four required and two elective courses. You may register for an individual course if you do not wish to complete the entire program. *Mary Ann DuGan, B.S.*

#### Required Courses

- I. Health and Aging - 10/26
- II. Medical Options and Choices in Aging
- III. Life Choices as We Age - 12/7
- IV. Memory and Thought in the Aging - Alzheimer's Disease

#### Electives (choose 2)

- A. The Specifics of Death and Dying
- B. Grandparenting
- C. Spirituality and Sexuality - 11/23
- D. Identity Theft and other Personal Safety Issues for Older Adults - 9/28

Newtown Campus/ \$179 per course/ 9 am-5 pm

## Thanatology

For more information please contact:

**Janet Baker, Director, Allied Health at: 215-968-8324 or email: bakerj@bucks.edu or visit this site: bucks.edu/con-ed-courses**

This certificate program is designed to provide you with a basic understanding of issues related to loss, but especially those related to dying, death, and the resultant bereavement whether the death is a result of a long-standing chronic illness, an acute condition, or a traumatic incident. Focus areas of the program will include the nature of spirituality in times of crisis, and mourning and grief. In recent years, the study of Thanatology has become widely acknowledged and many professionals and caregivers are seeking opportunities that will allow them to develop and enhance their skills in these areas.

This 63-hour program, with nine required courses, will benefit the professional and personal caregiver. At the conclusion of the course, you will have developed:

- Knowledge of the research relevant to dying, death, and bereavement
- Understanding the practical approaches relevant to dealing with death and dying
- Comprehension of the significance of spiritual, cultural, and ethnic diversity and their influence on an individual's understanding of dying, death, and bereavement.

*Kimberly L. Rabago, MSW*

### Required Courses

- I. The Nature of Loss - 9/14
- II. The Dying, Terminally Ill Patient - 10/12
- III. Cultural and Spiritual Issues in Dying - 11/9
- IV. Preparing for Death
- V. Caring for the Caregiver through the Illness and Aftermath
- VI. Trauma and the Dying Process
- VII. Bereavement, Grief and Mourning
- VIII. Dealing With Loss or Death During the Holiday Time - 12/14
- IX. Looking at Dying, Death and Bereavement in Music, Literature, and the Arts Throughout the Ages

The Association for Death Education and Counseling® has deemed this program as counting toward the continuing education requirements for the ADEC CT and FT programs.

Newtown Campus/\$179 per course/ 9 am-5 pm

For more information on Allied Health Programs, visit our website at: [www.bucks.edu/alliedhealth](http://www.bucks.edu/alliedhealth) or call 215-968-8025.

**See Also, Personal Enrichment  
Page 60 Health and Fitness Courses**

**For more info on Allied Courses, contact Janet Baker, Director, Allied Health, 215-968-8324 or email: bakerj@bucks.edu or visit our website at: [www.bucks.edu/alliedhealth](http://www.bucks.edu/alliedhealth)**

## Personal Trainer

For more information please call: 215-968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu)

Do you have a passion for exercise, health and fitness? This course will provide you with the necessary skills and knowledge to become a successful Personal Trainer. It will incorporate extensive in-class and practical learning experiences that will enhance your professional endeavors. After successful completion of the course, you should be well-prepared to sit for the American Council on Exercise Personal Training exam. Newly revised course based on the 4th edition of the ACE Personal Trainer Manual. *Nick Benner*

Newtown Campus/ \$605 (plus approx. \$95 for text\*)/ WFTNS 1006 C01/ 6 Wed, 9/18-10/23, 6:30-9:30 pm, & 6 Sa, 9/21-10/26, 8 am – 4 pm  
Approved Hours: 61 (Act 48)

\*ACE Personal Trainer Manual (2 book set), American Council on Exercise, 4th edition  
Sample Test for Personal Trainer Certification Exam ([www.acefitness.org](http://www.acefitness.org)) Call to order & receive discount: 1-888-825-3636

## Pharmacy Technician Comprehensive (75 hours)

For more information please contact:

**Janet Baker, Director, Allied Health at: 215-968-8324 or email: bakerj@bucks.edu or visit this site: bucks.edu/con-ed-courses**

The Pharmacy Technician assists the licensed pharmacist to prepare prescription medications, provide customer service, and perform administrative duties. Some of the topics included are: medical terminology, reading and interpretation of prescriptions, generic and brand name drugs. Upon successful completion you will be prepared to take the national certification exam by the Pharmacy Technician Certification Board (PTCB). The exam fee is not included in this course. For more info on the exam, go to [www.PTCB.org](http://www.PTCB.org).

Newtown Campus/\$2,205 (plus text)/ WHPAH 0273 WB1-WB2



WB1/ 13 Tu & 12 Th, 9/24-12/19, (no class 11/28), 9 am-noon/ *Alan Vogenberg, R.Ph., FASCP*  
WB2/ 14 Tu & 11 Th, 9/17 –12/17, (no class 10/31 & 11/28), 6:30-9:30 pm/ *Dr. Joseph Urban, B.S. Pharmacy, M.B.A., Doctor of Pharmacy*

## Physical Therapy Aide Program (50 hours)

For more information please contact:

**Janet Baker, Director, Allied Health at: 215-968-8324 or email: bakerj@bucks.edu or visit this site: bucks.edu/con-ed-courses**

This comprehensive 50-hour Physical Therapy Aide Program prepares you for the growing field of Physical Therapy. As a Physical Therapy Aide your general responsibility will be to carry out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, you will be assisting physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. *Stacey Minio, DPT*

Newtown Campus/\$1,405 (text included)/

WHPAH 0277 WB1/ 13 Mon, 9/16-12/2, 6-10 pm, & 12/9, 6-8 pm



## Allied Health Programs

### CPR, First Aid Training & Safety

#### CPR and First Aid Courses

CPR and First Aid courses can be set up on-site at your company location, or at one of the College's Bucks County locations. To register, call: 215-968-8409 (Option #1).

**For more information please contact:**

**Janet Baker, Director, Allied Health at:  
215-968-8324 or email: bakerj@bucks.edu**

#### Heartsaver First Aid

(American Heart Association 2-year certification)

For professionals who need basic first aid for the workplace.

*Janet Baker, M.Ed.*

Newtown Campus/ \$65 (includes book & card)/

PHPAH 0001 WB1/ Sa, 10/5, 9 am-1 pm

Approved Hours: 4 (Act 48)



#### Heartsaver Adult CPR/AED and First Aid

(American Heart Association 2 year certification)

For professionals who need Adult CPR & basic first aid for the workplace. *Janet Baker, M.Ed.*

Newtown Campus/ \$85 (includes book and card)/

PHPAH 0002 WB1/ Sa, 11/2, 9 am-3:30 pm

Approved Hours: 6 (Act 48)



#### Heartsaver Pediatric CPR & First Aid

For parents, grandparents, teachers, day care workers, nannies, and babysitters. *Janet Baker, M.Ed.*

Newtown Campus/ \$85 (includes card & book)/

PHPAH 0014 WB1/ Sa, 10/26, 9 am-3:30 pm

Approved Hours: 6 (Act 48)



#### CPR for Healthcare Providers - Certification

(Includes Adult, Child, Infant CPR and AED training, American Heart Association 2-year certification)

For all healthcare professionals, nurses, doctors, dentists, chiropractors, paramedics, EMTs and lifeguards. *Janet Baker, M.Ed.*

Newtown Campus/ \$85 (includes book & card)/

PHPAH 0003 WB1- WB4/ 9 am-3:30 pm

WB1/ Sa, 9/14

WB2/ Sa, 10/19

WB3/ Sa, 11/16

WB4/ Sa, 12/7

Approved Hours: 6 (Act 48)



#### CPR Recertification for Healthcare Providers & Community

(Includes Adult, Child, Infant CPR and AED

training, 2 year certification) *Janet Baker, M.Ed.*

Prerequisite: Must have a current CPR card.

Newtown Campus/ \$65 (includes card)/

PHPAH 0004 WB1- WB4, 6-10 pm

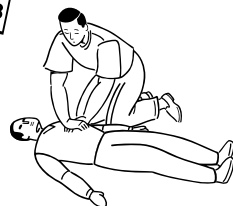
WB1/ Wed, 9/11

WB2/ Tu, 10/15

WB3/ Wed, 11/6

WB4/ Tu, 12/10

Approved Hours: 4 (Act 48)



## Healthcare IT and Practice Management

For those seeking to become a member of the new HIT Implementation, Support Specialist, & Practice Management Teams

### Practice Management Courses

#### Medical Transcription A to Z: A Premier Home-Study Course

Do you want a career with flexible hours and solid income? Medical Transcription is your answer! This self-study course is an in-depth, self-paced curriculum developed for anyone desiring to begin an exciting career as a medical transcriptionist. The program is open entry/open exit. You may begin at any time. There is no time limit for completion; the average time is approximately 6 months.

Self-Study/ \$1,299/ XHPAH 0227 HS1

**For questions about this program, email the instructor at [info@medtranscription.com](mailto:info@medtranscription.com)**

To register for this program, please call, 215-968-8409 (Option #1). A study packet will be mailed after your registration is processed.



#### Medical Terminology (40 hours)

This course is designed to provide you with an understanding of the "language" used in the medical field with emphasis on the special terminology used in medical billing and coding. Anatomical descriptive terms, names of tissues, organ systems, and the disease processes that are related to each body system will be included. *Gail Dittes, RN*

Online/\$500/WHPAH 0975 WB20/ 10/7 – 12/6

#### Health Information Technology

For more information, visit: [bucks.edu/alliedhealth](http://bucks.edu/alliedhealth) or call Janet Baker: (215) 968-8324, [bakerj@bucks.edu](mailto:bakerj@bucks.edu)

- **Medical Reimbursement/Coding Specialist Certificate (180 Hrs)**
- **Electronic Health Record & Practice Management (180 Hrs)**
- **Medical Coding - Transition to ICD-10 (for experienced billing and coding professionals) (150 Hrs)**

See Also - page 48

## Healing Arts and Massage Modalities

For students who wish to complete their requirements for licensing and recertification

### Healing Arts

#### Harp Therapy

##### Certified Harp Therapist & Certified Master Harp Therapist

These dynamic, transformative programs each include a 130-hour mentored internship which may be completed at one of our host hospitals (including Abington Memorial Hospital in Abington, PA; Eastern Regional Medical Center at Cancer Treatment Centers of America in Philadelphia; Robert Wood Johnson University Hospital in Hamilton, and Rahway, NJ; The Valley Hospital in Ridgewood, NJ; and Saint Claire's Hospital in Denville, NJ) or at any pre-approved medical facility. The first level of certification (Certified Harp Therapist) consists of 310 hours: Modules I through IV, consisting of 134 hours of classroom training, a 36-hour online course on ethics, Module V, consisting of a 128-hour internship and 12 one-on-one contact hours. At registration, tuition for two modules will be due: Module I, to be paid directly to the college; and Module V, for which you will be billed directly by BEDSIDE HARP. Completion of all of the above is required for the Certified Harp Therapist designation. The Mastery level requires completion of an additional 185 hours including two additional modules: Module VI, a 120-hour internship (payable directly to BEDSIDE HARP) and Module VII, a 17-hour classroom module (payable to the College).

In addition to the classroom and internship portions of both levels of the program, there are required readings, journaling, recordkeeping and other written and oral assignments, as well as repertoire development and a final review.

Prerequisite: Admission by permission of the instructor. An interview by instructor and your submission of an audio tape or CD in which you play ten simple tunes are required.

All sessions will be held in the Bedside Harp Great Room, 6318 Neshaminy Valley Drive, Bensalem, PA/\$725 per module (plus one-time materials fee of \$200 payable to the instructor) Please note: Payment for Module I to Bucks County Community College due at registration

Team-taught: Led by *Edie Eileen Elkan, M.A., Hospital-Certified Master Harp Therapist.*

##### Module I: To Soothe the Savage Breast

WSMCE 4010 CA1/

##### Module II: Glimpses Within

WSMCE 4011 CA1/

##### Module III: Working with the Depressed, the Seriously Ill and the Dying

WSMCE 4012 CA1/

##### \*Module IV: Creating Work for Yourself

WSMCE 4013 CA1/

#### Conversations on Ethics for Harp Therapists

This course will explore the ethical dilemmas inherent in the field of harp therapy. Using the text, *The Ethics of Touch*, by Ben E. Benjamin, Ph.D. and Cherie Sohnen-Moe, you will learn key terms, read codes of ethics for other fields, understand the concepts of self-accountability, values, ethical dilemmas and core psychological concepts. Areas to be highlighted are: Boundaries, Dynamics of Effective Communication, Dual Relationships, and Business Ethics. *Edie Eileen Elkan, B.A., M.A.*

Online/\$299/WSMCE 4020 C20/ 9/23-12/23

#### FREE Mindfulness-Based Stress Reduction Program (MBSR) Orientation/Interview Session

The MBSR program is a highly researched eight-week program developed by Jon Kabat-Zinn at the University of Massachusetts Medical School's Center for Mindfulness more than 25 years ago. Kabat-Zinn defines mindfulness as "paying attention in a particular way: on purpose, in the present moment and nonjudgmentally, most simply described as the intentional cultivation of nonjudgmental moment-to-moment awareness." You will learn more about the program and be able to begin the process of enrolling in the Fall '13 course which commences October 5th. Those who wish to take the course are required to attend this session. *Edie Eileen Elkan, B.A., M.A.*

Newtown/ XSMCE 4024 C01 & C02/

C01/ Sa, 9/29, 9:30am -12:00pm

C02/ Sa, 9/29, 1:00pm-3:30pm

Continued on page 16

### Ordering Textbooks

Texts required for Continuing Education courses may be ordered from the BCCC Bookstore ([www.bucks.edu/bookstore/](http://www.bucks.edu/bookstore/) 215-968-8459) or from a vendor of your choice.



### Mindfulness-Based Stress Reduction Program (MBSR) (27 hours)

The Mindfulness-Based Stress Reduction (MBSR) program was developed by Jon Kabat-Zinn at the University of Massachusetts Medical School's Center for Mindfulness more than 25 years ago. Since then, the model eight-week program has been offered at medical centers, colleges, and by private practitioners throughout the world. Mindfulness in MBSR is best defined by its founder, Kabat-Zinn. He writes that mindfulness is "paying attention in a particular way: on purpose, in the present moment and nonjudgmentally" (Kabat-Zinn, 1994, p.4). And further, that "mindfulness meditation is a consciousness discipline revolving around a particular way of paying attention in one's life. It can be most simply described as the intentional cultivation of nonjudgmental moment-to-moment awareness" (Kabat-Zinn, 1996). "Three key elements of the definition—intentionality, present-centeredness and absence of judgment—are repeated and reinforced through the MBSR teachers in classes unfolding week by week around the world" (McCown, Reibel, Micozzi, page 64). This course follows the model MBSR 8-week plus a full day of mindfulness. *Edie Eileen Elkan, B.A., M.A.*

Newtown/ 8 Sa, 10/5 – 12/7 (no class on 11/30); 9:30 am – 12:00 pm

Plus: A Day of Mindfulness: Sa, 11/9; 9:30 am - 4:30 am  
Please note: This is a full day of silence and guided meditation practices which also include eating lunch (students will bring their own lunches) as a mindful exercise.

#### For additional info on Reiki III, contact:

**Janet Baker, Director, Allied Health, at :  
215-968-8324 / email: bakerj@bucks.edu**

### Reiki Courses

#### Reiki Level I

Relieve stress, revitalize your body and energize your life with the ancient art of Reiki! A non-invasive, powerful tool for natural healing, Reiki energy transfer can help you eliminate fatigue, tension, and pain, accelerate healing, promote tranquility, and increase awareness. You will learn how to transfer Reiki energy by relieving energy blockages in the body. You must attend all classes to receive a Certificate of Completion.

Newtown Campus/ \$109 (includes manual)/  
RHEAL 0100 C01/ 3 Tu, 9/10 - 9/24, 6:30-9:30pm

#### Reiki Level II

Take a "Quantum Leap" in Reiki power in Level II! As your Reiki power strengthens, you will learn how to transmit energy over any distance and time, penetrating the time-space barrier. You will apply Reiki to ideas and situations, send Reiki to loved ones, address unwanted habits and enhance your talents. You must attend all classes to receive a Certificate of Completion.

RHEAL 0102 C01 / \$109 (includes manual)  
C01/ Newtown Campus/ Fri, 11/1, 6:30-9:30 pm  
& Sa, 11/12, 9 am-5 pm

*Hannelore Goodwin, M.M.Sc., Certified Reiki Master Teacher*

**For more information on Harp Therapy, Mindfulness courses, and Reiki Levels I and II, contact:**

**Director Continuing Education at:  
(215) 968-8104, or email coned@bucks.edu**

**See also: Hypnotherapy, page 52**

#### Reiki Level III – Advanced Reiki Training

Deepen your Reiki practice; receive three additional cleansing symbols, learn about the seven chakras and how they are related to Reiki cleansing treatments, the use of crystals in your Reiki practice, learn techniques for providing Reiki healing attunements. Students **MUST** have completed both Reiki I and Reiki II to register. *Crystal Widmann, Reiki Master/Teacher*

Newtown Campus/ \$255 (plus \$35 materials fee paid to instructor)/RHEAL 0123 WB1/ Fri, 10/4, 6-9 pm & Sa, 10/5, 9 am-4 pm

## Massage Modalities

**For more information please contact:**

**Janet Baker, Director, Allied Health at  
215-968-8324 or email: bakerj@bucks.edu.**

### Continuing Education Programs for Licensed Massage Therapists

Two-day seminar - 16 CE credits approved by NCBTMB. Massage seminars require that students must already be massage therapists or Physical Therapists. There are no prerequisites for Reflexology - all are welcome to register.

All manuals and certificates will be provided by Nature's Stones, and equipment will be available for use at the seminar by Nature's Stones. Students should bring with them for massage seminars: massage table, set of sheets, face cradle cover, large bath towel, 2 hand towels, large bed pillow.

### "Bellabaci" Method of Modern Cupping

Learn the cupping technique new to the United States taken from the ancient Chinese. This technique uses silicone cups with no heat. Save your wrist, yet work deep and effectively. Break up stagnation in the body, break down adhesion, and improve cellulite conditions also.

Newtown Campus/\$225/OHEAL 0111 WB1/  
Sat, 10/12, 9 am- 6 pm

## The Art of Hot Stone Massage

This course is for experienced massage therapists. “Nature’s Healing Stone Therapy” seminar teaches the art of safely handling hot massage stones in a full body protocol. It incorporates many massage techniques and essential oils to create a very relaxing and therapeutic treatment. The seminar begins with the history of stone therapy, contra-indications, the care and cleaning of the stones, and equipment needed for stone massage. The workshop continues with demonstrations and guided hands-on work for the students. This two-day seminar allows students to become efficient in the handling of the stones in a full body hot stone protocol and learn how the stones can enhance every massage technique with some advanced techniques. *Pat Mayrhofer*

Newtown Campus/\$395/ OHEAL 0100 WB1/ Sa, 9/21 & Su, 9/22, 9am-6pm

## Basic Reflexology

Learn how to perform a Basic Reflexology session taught by an expert instructor. You will learn the Ingham method of Reflexology as well the history and benefits. This 16-hour course offers hands-on learning. Increase your income with reflexology as a wonderful stand-alone treatment or as an add-on to a massage, facial, pedicure or manicure. *Debbie McKayle*

Students should bring: 1 set of sheets, 2 pillows, 2 hand towels.

Newtown Campus/\$350/ OHEAL 0103 WB1/ Sa, 9/28 & Su, 9/29, 9am-6pm

## Advanced Reflexology 1 (8 CEs)

Learn how to recognize and treat problem areas through reflex pathways to help relieve the client’s discomfort. *Debbie McKayle*  
Prerequisite: Basic Reflexology

Newtown Campus/\$225/ OHEAL 0105 WB1/ Sa, 11/16, 9 am- 6 pm

## The Art of Advanced Therapeutic Stone Massage

Advanced Stone Therapy is for the serious professional. Basic knowledge of hot stone massage is a prerequisite for this seminar. Release techniques for the Low Back area are taught which includes the Periformis, QL, and Psoas. Shoulder area releases for the subscapularis, supraspinatus, and infraspinatus are demonstrated, as well as problems areas in the neck and extremities, like Carpal Tunnel and Plantar Fasciitis. Students learn the therapeutic treatments with both hot and cold stones. Review is presented on the contra-indications, care and cleaning of the stones and equipment, and important facts like temperature and handling of the stones. Power up your stone massage, be informed, be inspired, and be effective. Take your practice to next level and realized your greatest stone potential. *Pat Mayrhofer*

Newtown Campus/\$395/ OHEAL 0102 WB1/ Sa, 12/7 & Su, 12/8, 9am - 6pm

## Cross Fiber Techniques ©

### 21 CE credits approved by NCBTMB

This hands-on course focuses on learning an advanced foundational cross fiber stroke with an emphasis on attaining depth not increasing pressure. Unlike long flowing strokes, which direct blood for the purpose of relaxation, cross friction techniques encourage site-specific blood flow for the purpose of preparing the tissues for corrective therapy.

If you are struggling with deep tissue massage and clients looking for more pressure, this is the class for you. Cross fiber techniques break up adherent areas and the site-specific blood flow aids in rehydration and healing process. *Theresa Tobin Macy, LMT, CPDMT, CPT, IYT*

Please Bring: A Massage Table, 1 set of sheets, a large bath towel, a breast towel, unscented lotion/cream, note taking supplies

This class is a prerequisite for: Advanced Corrective Therapies ©

REQUIRED TEXT: Trail Guide to the Body by Andrew Biel HYPERLINK “<http://www.amazon.com/Trail-Guide-The-Body-Edition/dp/0982663404>” ISBN-10: 0982663404

Newtown Campus/\$375/ OHEAL 0112 WB1/ Fri, 10/18 – Sun, 10/20, 9am-5pm

## Advanced Corrective Therapies

### 21CE Credits approved by NCBTMB

This “hands-on” course focuses on an advanced foundational cross fiber friction stroke to facilitate the body’s healing process. Advanced Corrective Therapies lecture component uses computerized kinesiology animations as a visual tool to expand the therapist’s knowledge of muscle fiber direction, agonist/antagonist relationships and strain patterns. This expanded understanding and review of anatomy and assessment prepares the therapist to identify overactive and inhibited muscles. Once identified, we will focus on navigating through superficial tissue to isolate and treat deep myofascial tissues. Through the process of choosing, then layering, appropriate corrective techniques, adhesions are released, rehydration is facilitated, and the agonist/antagonists’ length/tension relationship is reestablished. You will leave this 3-day, hands on seminar with the skills to take these techniques immediately from classroom to your table. *Theresa Macy, LMT, CPDMT, CPT*

Prerequisites: Graduate of an accredited 500-hour massage therapy program.

Supplies: Set of massage table sheets, headrest cover, unscented massage lotion or cream, massage table, note taking supplies

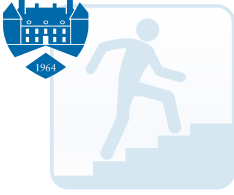
Required Text: Trail Guide to the Body by Andrew Biel (Available for purchase at the class)

Newtown Campus/\$375/ OHEAL 0108 WB1/ Fri, 11/15 - Sun, 11/17, 9am-5pm

**See Also, Page 60:** [Personal Enrichment Health and Fitness Courses](#)



BUCKS



- For more information visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- Center for Workforce Development Website: [www.bucks.edu/cwd](http://www.bucks.edu/cwd)
- Continuing Education Website: [www.bucks.edu/coned](http://www.bucks.edu/coned)
- To register, visit: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), or call 215-968-8409 (Option #1)

## Workplace/Professional Certificate Programs

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Certificates are awarded after the completion of a multi-course program.

Child Development Associate.....	23	• Certificate in eMarketing Essentials	
Command Spanish® Language Programs ..	23	• Video Marketing Certificate	
Construction Certificates.....	25	• Certificate in Social Media for Business	
Fashion Design.....	26	• Certified Webinar Planner	
Food Service Industry.....	24	• Mobile Marketing Certificate	
• SERVSAFE® Certification		Operations Management/ Process Improvement.....	21
• SERVSAFE® Recertification		• Lean Six Sigma	
Marketing & Business Services.....	19	• Project Management	
• Business Research Certificate		Technical Writing.....	24
• Certificate in Customer Service			

## Workplace/Professional Courses

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• Business Coaching Certificate		• Using Personality Profiles for Better Work Performance	
• Designing Successful Webinars		• Signing Agent Training	
• Extraordinary Customer Service		Courses for Nonprofits.....	28
• Management Boot Camp		• Program Evaluation for Nonprofits	
• Media Buying Strategies		• Revenue Generation for Nonprofits	
• Notary Training			
• Supervisory & Leadership Certificate			

## Small Business Courses

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• The Business Plan		• Twitter	
• Cyber Security for Managers		• Certificate in Customer Research	
• Entrepreneur Boot Camp			
• Facebook for Business			
• Google Analytics			

## Green/Sustainable Programming

30

Skills for green industries with hands-on training by real industry professionals

Green Building, Construction/ Environmental Remediation.....	30	Renewable Energy/Sustainability.....	31
• Home Inspection Master Course		• Sustainable Building Advisor Certificate	
• LEED AP BD+C		• EPA - HUD Certified Lead RRP Renovator INITIAL Training	
• LEED® Green Associate		• Energy Technician	
• LEED Green Associate Exam Preparation Study Group			
• Certificate in Green Construction			

## Workplace/Professional Certificate Programs


Certificates are awarded after the completion of a multi-course program.

### Marketing & Business Service Certificates

#### Business Research Certificate

Discover the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making for your work organization. Get the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. For business professionals, entrepreneurs, and anyone who needs specific information about a business; or who is in business and needs specific information about a particular topic such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc. This course will give you the specific knowledge you need to succeed in your research quest.

Three one-month courses. Certificate available for successful completion. \$495 total for all 3 courses. (Courses cannot be taken individually.)

Online/ \$495/ ESMCE 4330 C30/ 9/3-11/29 

- **Section 1:** Introduction to Business Research
- **Section 2:** Business Statistics
- **Section 3:** Qualitative Business Research


 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

#### Certificate in Customer Service

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success.

Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

Two one-month courses. Available separately or as a certificate.


\$145 per course or \$245 for certificate. 

#### Keys to Customer Service

Online/ \$145/ ESMCE 4312 C30/ 9/3-9/27


#### Extraordinary Customer Service

Online/ \$145/ ESMCE 4321 C30/ 10/7-11/1

 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

#### Certificate in eMarketing Essentials

Get a fundamental introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and successfully employing online advertising. Relevant for any type of organization, including businesses, companies, nonprofits, and government agencies. No eMarketing experience or expertise is necessary. Three one-month courses, including readings.

\$195 each/ take all three for \$495\* 

#### Improving Email Promotions

Online/ ESMCE 4304 C30/10/7-11/1

#### Boosting Your Web Site Traffic


Online/ ESMCE 4304 C30/10/7-11/1

#### Online Advertising

Online/ ESMCE 4305 C30/11/4-11/29


**Must take all three courses for certificate.**

\*Must register for all three courses at the same time in order to get the bundled price.

 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

#### Video Marketing Certificate

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotional 'trigger' that plain text cannot do.

Two one-month courses. \$395 for both (certificate) or \$245 each. 

#### Video Marketing

Online/ \$245/ ESMCE 4327 C30/ 9/3-9/27

#### YouTube for Business

Online/ \$245/ ESMCE 0216 C30/ 10/7-11/1

 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

### Certificate in Social Media for Business

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Three one-month online courses, includes book, study guide, exam and certificate.

\$195 each/ take all three for \$495\*



#### Introduction to Social Media

Online/ ESMCE 4300 C30/ 9/3-9/27

#### Marketing Using Social Media

Online/ ESMCE 4301C30/ 10/7-11/1

#### Integrating Social Media in Your Organization

Online/ ESMCE 4302 C30/ 11/4-11/29

\*Must take all three courses for certificate.



[www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

### Certified Webinar Planner

Become a Certified Virtual Meeting Planner (CVP). Discover the various synchronous distance meeting formats available and learn about the technology of producing distance meetings. Then get the best instructional techniques on the design and teaching of effective distance or virtual meetings. Lastly, acquire the virtual meeting planning skills involved in budgeting, pricing, and marketing virtual meetings. 10-week online course with 3 sections and certification exam for CVP designation. Available only as a certificate.

Online/ ESMCE 4313 C30/ 9/9-11/15



- **Section 1:** Webinar Technology
- **Section 2:** Keys to Effective Design of Webinars
- **Section 3:** Managing Webinars



[www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

### Mobile Marketing Certificate

**Three one-month courses. \$595 for all three.** (Must register for all three at the same time to get the bundled price.)

Get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. Gain the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign.



#### Mobile Marketing

Online/ \$195/ ESMCE 4326 C30/ 9/3-9/27

#### Creating Cell Phone Apps for Your Business (non-technical course)

Online/ \$245/ ESBEN 0211 C30/ 10/7-11/1

#### Advanced Mobile Marketing

Online/ \$245/ ESBEN 0217 C30/ 11/4-11/29



[www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

### Register Online!

For on-line registration please go to the following website: **[www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)**  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

### Ordering Textbooks

Texts required for Continuing Education courses may be ordered from the BCCC Bookstore ([www.bucks.edu/bookstore/](http://www.bucks.edu/bookstore/) 215-968-8459) or from a vendor of your choice.

## Operations Management/Process Improvement

## Project Management

## Classroom

Managers, executives and project specialists all know the importance of good project tracking and planning. In the Project Management Certificate Program, you will learn the project management life cycle as defined by the Project Management Institute (PMI). Taught independently of any project management tools, the program combines reading and discussion, presentations and case study workshops with students playing various roles.

A Certificate of Participation and Professional Development Units (PDUs) are awarded upon completion. Attendance at all classes is required to receive the certificate. *Matthew Tyksinski, B.S.*

Special Note: Successful completion of BCCC Project Management courses satisfies the PMI credentialing educational requirement of at least 35 hours of courses, workshops or training through university/college academic or continuing education programs.

\*\*\*BCCC is a PMI R.E.P. (Registered Education Provider)

**Course I: Project Strategies, Start-Up & Initial Planning**

Newtown/ \$485 /WSMCE 5403 C01/  
5 Wed, 9/18-10/16, 6-9pm & 4 Sa, 9/21-10/19,  
8:30am – 12:30pm

Approved Hours: 30 (PMI, Act 48)

**Course II: Scheduling, Monitoring/Controlling and Closing (Post-Implementation) (30 hours)**

Newtown/ \$485 /WSMCE 5404 C01/  
5 Wed, 11/6-12/11 (no class 11/27) 6-9pm &  
4 Sa, 11/9-12/7 (no class 11/29), 8:30am – 12:30pm



## Online

This is a comprehensive online program designed to familiarize managers, executives, professionals and project specialists with the importance of good project launches, effective planning and scheduling, and important control and closing of a project. In this Project Management Online Certificate Program you will learn the project management life cycle as defined by the Project Management Institute (PMI). This online program combines readings, online discussions, project application and case study assignments. You will be required to apply the concepts to a “real-world” project of your own.

A Certificate of Participation and Professional Development Units (PDUs) are awarded upon completion. Weekly participation online and completion of assignments is required to receive the certificate. *Celine Gullace, Ph.D., PMP*

**Special Note:**

Successful completion of BCCC Project Management online courses satisfies the PMI credentialing educational requirement of at least 35 hours of courses, workshops or training through university/college academic or continuing education programs.

Text required:

Project Management in Practice 4th edition – ISBN No. 978-0-470-533017; approximate cost: \$87

**Course I: Getting Started, Initiating a Project and Initial Planning (30 hours)**

Online/ \$485 (plus \$87 for textbooks)/  
WSMCE 5405 C20/ 9/16-10/25

Approved Hours: 30 (PMI, Act 48)

**Course II: Scheduling, Monitoring/Controlling and Closing (Post-Implementation) (30 hours)**

Online/ \$485 /WSMCE 5406 C20/ 11/4 – 12/13

Approved Hours: 30 (PMI, Act 48)



See Also

**Microsoft Project Basic & Advanced 2010 - See Page 45**

## Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.





## Lean Six Sigma

Learn why organizations from manufacturing to healthcare to financial institutions are seeking out green and black belts to help their companies grow. Many organizations pursue either Lean or Six Sigma as a means to meet their customers demanding challenges. Our approach combines the speed of Lean with the power of Six Sigma to achieve process optimization. Speed, quality, and cost are the components that drive the success of any organization. Lean Six Sigma works on all three simultaneously. Sign up now to learn how to implement the tools of LSS and see how you can help your business succeed.

**Who Should Attend?** Staff line supervisors, managers, and directors - anyone in the organization who will be leading a Lean Six Sigma process improvement project.

### Certification

Lean Six Sigma certification awarded upon successful completion of classroom training, examination, project, and instructor evaluation. **For more information, call Emily Evans at: 215-504-8695.**

### Keys to Business Success!

A Business Executive Breakfast Series

This interactive business symposium brings together company owners and executives from diverse businesses. Collectively, you will review, evaluate, and discuss four keys to business success in today's rapidly changing environment. Attend this series of four breakfast meetings with each meeting focusing on a specific key to success. This series will help you apply the tools to achieve excellence in leadership, strategy, culture, and execution. These keys to success will leverage performance across all levels of your organization to exceed your customers' expectations.

Newtown Campus/\$100/WSMCE 5193 WB1/  
4 Tu, 10/1-10/22, 8-11 am

### Green Belt Certification

Candidates are selected because of their process knowledge and experience. Green Belts learn how to apply the tools, analyze data, and prepare reports. Topics include: VSM, VOC, VOD, DMAIC, MSA, ANOVA, Lean and Six Sigma metrics, and much more.

#### New Format, Reduced Cost!

Newtown Campus/ \$2,450/  
WSMCE 5274 WB1/3 Fri, 5 Sa, 9/13-9/14, 9/27-9/28, 10/11-10/12, 10/26, 11/2 (11/2 am only),  
8:30 am – 5 pm

For more information, visit:

[www.bucks.edu/academics/cwd/lean6sigma](http://www.bucks.edu/academics/cwd/lean6sigma)

Approved Hours: 60 (PMP)

### Black Belt Certification

Candidates are accepted into the Black Belt Program after successful completion of the Green Belt program. This training provides a much higher level examination of the various LSS quality tools and methodologies required to function in this role. Prior Green Belts interested in completing the Black Belt program will attend a 2-hour orientation meeting prior to starting their first class.

**Prerequisite:** *Green Belt certification (or passing of Green Belt qualification exam)*

Newtown Campus/ \$3,100/WSMCE 5271 WB1/4  
Th, 4 Fri, 4 Sa, 11/7-11/9, 11/21-11/23, 12/5-12/7,  
12/19-12/21, (Th only- 2-6 pm)

For more information, visit:

[www.bucks.edu/academics/cwd/lean6sigma](http://www.bucks.edu/academics/cwd/lean6sigma)

Approved Hours: 80 (PMP)

### Black Belt Orientation Meeting

Newtown Campus/ XSMCE 1001 WB1  
Th, 10/3/2013, 5-7 pm



### Testimonials

- "This course is extremely beneficial to management professionals. Will be put to good use at my work."

E. White, Enterprise Group

- "Acquiring the knowledge that comes with the title of Six Sigma Black Belt has equipped me with new tools that will most definitely help our business. My first project alone could save my company \$1.3 million next year. For anyone who is interested in pursuing Six Sigma, I would recommend BCCC."

Sean Gibbs, Business Development, Action Manufacturing Company



## Child Development Associate Certificate Program (CDA)

A Child Development Associate (CDA) is an individual who has successfully completed a CDA Assessment and has been awarded the CDA Credential. S/he meets the specific needs of children and works with parents and other adults to nurture children's physical, social, emotional and intellectual growth in a child development framework.

The Credential is awarded to individuals who are working in, or wish to work in any of three childcare settings:

- Center-based, for which candidates receive endorsements to work with infants and toddlers or preschool children
- Family Child Care
- Home Visitor

In order to complete the CDA Assessment, the individual must have worked in a childcare setting for a minimum of 480 hours within the previous 5 years. It is possible to complete the coursework offered here before the completion of these mandatory hours.

Please see our website at [www.bucks.edu/cda](http://www.bucks.edu/cda) for more information about the CDA program. For information about the CDA Assessment, please go to the website for the Council for Professional Recognition at [www.cdacouncil.org](http://www.cdacouncil.org).

**Please Note:** Students must be 18 years of age and have a high school or GED diploma in order to enroll in the CDA program. **Reimbursement:** Anyone who is a member of a Keystone Stars site can apply for a 90% tuition refund and the \$325 assessment fee for the CDA assessment. Please Note: Reimbursement is subject to the availability of funds. Tuition vouchers are available on the Keys website [www.pakeys.org](http://www.pakeys.org) under professional development.

The same book and packet will be used for Part I and Part II.

A materials list will be mailed prior to first class, approximate cost \$90 for text and workbook, \$23 for assessment packet.

**For further information please contact the Director of Continuing Education at: (215) 968-8104 or email [coned@bucks.edu](mailto:coned@bucks.edu)**

### CDA Part I

These first 60 hours of the CDA program will focus on Professionalism in Childcare; principles of child development and learning; and the physical, intellectual, social and emotional development of children and infants through pre-school, and observation and growth and development of children from birth through 8 years.

Attend a FREE Information Session Mon, 9/9, 6:30-8:00pm

Call 215-968-8409 (Option #1) & register for XSMCE 1050 C01

Hybrid Online/\$355/ WSMCE 3231 C20/ 10 Mon, 10/7-12/16.

Required orientation at Newtown Campus, Mon, 10/7, 6:30-9:30pm, plus two additional on-site classes 11/11 & 12/9.

Approved Hours: 60 (Act 48, CDA)



### CDA Part II

The second 60 hours of the CDA program will prepare you to take the national CDA assessment, and will focus on Planning a Safe, Healthy, Learning Environment; Observation of Young Children; Working with Families; and Program Management. This program is non-sequential; CDA Part I is not required to register for this course.

*Brigitte Hix, M.A. PQAS Certified*

Hybrid Online/\$355/ WSMCE 3232 C20/

Next Offering, Spring 2014



### CDA Renewal

Teachers, if you wish to renew your CDA Credential you must receive a minimum of 4.5 CEUs for 45 additional hours of coursework in early childhood education. This must be completed within three years of receiving your initial Credential, and every five years thereafter. For further information, please check the Council for Professional Recognition's website at [www.cdacouncil.org](http://www.cdacouncil.org).

## Command Spanish® Language Programs



### Command Spanish® Online

Command Spanish®, Inc. offers innovative e-Training Spanish language programs. All programs are based on the exclusive, revolutionary Language Power-Lock System which unites seven interactive processes to provide contextualized, purposeful learning opportunities.

Online/ \$99

BCCC can also deliver Command Spanish® courses at your workplace. For more information please contact Sherry McKinney at:

**215-968-8359 or e-mail [mckinnes@bucks.edu](mailto:mckinnes@bucks.edu)**

**Online Spanish Language courses are**

**available in the following fields:**

- General Interest –Community, Workplace
- Business & Industry –Financial Institutions, Construction Supervisors, Real Estate Sales
- Medical – Hospital Nurses, Medical Office Nurses, Physicians, and Pharmacy Personnel
- Education – School Teachers and Administrators, Library Personnel
- Law Enforcement, Corrections, and Probation: Law Enforcement Officers

**To sign up for an online course, visit [www.commandspanish.com](http://www.commandspanish.com)**

### Technical Writing

#### Technical Writing

Technical writing and communication are among the fastest growing fields in the nation. Add something to that degree in English, History, Philosophy, Communications, Advertising or Marketing that will help you get a job using your language skills in this rewarding profession. Learn key concepts in and specific techniques necessary for technical communication, and prepare for the challenges facing today's technical writer.

**The Technical Writing Certificate Program includes:**

- I. Elements of Technical Writing I
- II. Elements of Technical Writing II
- III. Mathematics & Science for the Technical Writer
- IV. Microsoft Word- Introduction or Intermediate
- V. Adobe InDesign, Photoshop or Illustrator

#### Course I: Elements of Technical Writing I

Review basic English skills and identify the areas of technical writing that differ from standard writing.

*David Gelb*

Newtown Campus/ \$165 (plus \$9 text)/  
WSMCE 5475 C01/ 4 Mon, 9/9-9/30, 6-9 pm  
Approved Hours: 12 (Act 48)



#### Course II: Elements of Technical Writing II

Explore new technical writing areas such as proposals and specifications. Write or revise some technical writing within your specialty. Create technical articles, papers, abstracts and reports using targeted writing exercises in these areas. *David Gelb*

Newtown Campus/ \$165 (same text as Course I)/  
WSMCE 5476 C01/ 4 Mon, 10/7-10/28, 6-9 pm  
Approved Hours: 12 (Act 48)



#### Course III: Mathematics & Science for the Technical Writer

Review basic mathematical & science concepts, operations and applications necessary for technical writing. Gain a more thorough understanding of math used in the scientific areas including the metric system. You should have a standard four-function calculator. *David Gelb*

Newtown Campus/ \$165/ WSMCE 5477 C01/  
4 Mon, 11/4-11/25, 6-9 pm  
Approved Hours: 12 (Act 48)



#### Course IV: Choose one of the following

- Introduction or Intermediate Word 2010 (online at [www.ed2go.com/bucks](http://www.ed2go.com/bucks))
- Basic, Intermediate or Advanced Word 2010 - (in class) - page 44

#### Course V: Choose one of the following

- Adobe Illustrator, Basic or Advanced - page 47
- Adobe Photoshop, Basic or Advanced - page 47
- InDesign CS5, Basic or Advanced - page 47

**Requirements:** completion of all five courses; attendance at all sessions is required to receive a certificate. The successful completion of a practical exercise or written assignment directly related to your specialty will be part of the Technical Writing II. No certificates will be given to students who fail to successfully complete this related exercise or assignment.

### Food Service Industry

#### SERVSAFE® Certification

This course fulfills the Educational and Testing requirements of the Pennsylvania Department of Agriculture and Bucks, Montgomery, Philadelphia and other regional County Health Departments for Foodservice staff and manager sanitation certification. \$255 (includes course book)

English Language, *William Rech*

Newtown Campus/ WSERV 0001 C01 & C02  
C01/ 2 Sa, 10/12 & 10/26, 8:30 am-5 pm  
C02/ 2 Sa, 11/23 & 12/7, 8:30 am-5 pm

Chinese Language, *Betty L. Tsai*

Lower Bucks Campus/ WSERV 0010 C50/  
2 Mon, 12/9 & 12/16, 8:30 am-5 pm

#### SERVSAFE® Recertification

This course fulfills the NEW TESTING requirements of Bucks, Montgomery, and other regional Health Departments for Foodservice staff and manager recertification. Course includes 5 hours of review and updates before the REQUIRED included test. \$185 (includes course book)

English Language, *William Rech*

Newtown Campus/ OSERV 0050 C01 & C02  
C01/ Sa, 9/21, 8:30 am-5 pm  
C02/ Sa, 11/9, 8:30 am-5 pm

## Construction Certificates

Bucks County Community College, in partnership with Construction Experts, Inc., offers several on-line construction certificates:

- Construction Estimating
- Construction Practices
- Construction Supervision (which can be earned after obtaining the following three certificates)
- Supervisor Certificate in Project Management
- On-Site Supervision
- Construction Supervisory Technologies

### Workplace Benefits

- Be better prepared to succeed at your profession
- Learn from experts in various fields of construction
- Advance within your current trade or transition into a new career

No entrance exams are required. Course times are scheduled year-round to be compatible with your work commitments. Each course meets online for ten weeks. Discussions using an online bulletin board afford the opportunity to examine everyday construction challenges shared by others in the construction industry. All certificates should be completed within two years of starting the program.

### Construction Estimating

This courseware provides an excellent overview of basic and advanced principles of construction estimating and bidding in the construction industry. Must complete 5 of the following 6 classes:

- Introduction to Construction Estimating
- Essential Construction Math
- Construction Blueprint Reading\*
- Estimating and Bidding 1\*
- Estimating and Bidding 2\*
- Construction Materials and Processes \*

### All Construction Courses

All Online/C30/ 9/9 – 11/17 - For complete descriptions of these courses, see [www.constructionclasses.com](http://www.constructionclasses.com)



#### Introduction to Construction Estimating - Start Anytime

ETMCO 1500 C30/ \$520 (includes text)

#### Essential Construction Math - Start Anytime

ETMCO 1501 C30/ \$520 (includes text)

#### Construction Blueprint Reading

ETMCO 1502 C30/ \$520 (includes text)

#### Estimating and Bidding 1

ETMCO 1503 C30/ \$520 (includes text)

#### Estimating and Bidding 2

ETMCO 1504 C30/ \$520 (includes text)

#### Construction Materials and Processes

ETMCO 1505 C30/ \$520 (includes text)

### See Also -

Green Construction Classes - [Page 30](#)

### Construction Practices

Must complete 8 of the following 9 classes:

- Introduction to Construction Estimating\*
- Essential Construction Math\*
- Construction Blueprint Reading\*
- Estimating and Bidding 1\*
- Estimating and Bidding 2\*
- Construction Materials and Processes\*
- Contract Documents and Construction Law
- Planning and Scheduling
- Cost Awareness and Production Control

\*These courses run every quarter.

Fall class dates are 9/9 – 11/17

### Construction Supervision

This certificate program is for construction superintendents, project managers, foremen, estimators, safety directors, field engineers and training directors. It is also for anyone aspiring to become any of the above. This certificate program is available to students all over the world with Internet access.

Following classes required for each certificate:

#### Certificate in On-Site Supervision

- Leadership and Motivation
- Oral and Written Communications
- Accident Prevention and Loss Control

#### Construction Supervisor Certificate in Project Management

- Contract Documents and Construction Law
- Problem-Solving and Decision-Making
- Project Management for Construction Supervisors

#### Certificate in Construction Supervisory Technologies

- Planning and Scheduling
- Cost Awareness and Production Control
- Construction Productivity Improvement

### September 9 – November 17, 2013 – Fall Session

#### Construction Equipment and Methods NEW

ETMCO 1506 C30/ \$520 (includes text)

#### Oral and Written Communications

ETMCO 2002 C30/ \$420 (plus \$156 text)

#### Contract Documents and Construction Law

ETMCO 2004 C30/ \$420 (plus \$156 text)

#### Planning and Scheduling

ETMCO 2005 C30/ \$420 (plus \$156 text)

#### Green Building Commissioning

ETMCO 3004 C30/ \$520 (includes text)

### Fashion Design

The Fashion Design Certificate program is designed for students who share a love of fashion and design and feel that they have the talent to pursue a career in design. It will help students enhance their own design skills, translate concepts onto paper, and eventually into actual garments. You will be prepared to enter the fashion design industry in the capacity of a design assistant or to work with a product development team. This program will concentrate solely on women's wear.

The curriculum includes 96 hours of classroom instruction in five core courses plus two electives of your choice. This certificate must be completed within 2 years. Attendance at 80% of classes is required.

#### Fashion Design I

Gain a basic understanding of fashion design including design principles, how to translate source of inspiration into designs, and how to dress a fashion figure. Materials list will be mailed prior to first class; approximate cost \$50. *Paula Molino, M.Ed.*

Newtown Campus/\$189 (plus \$90 book fee)/  
WSMCE 3710 C01/ 6 Wed, 9/11-10/16, 6:30-9:30 pm

#### Core Classes: (offered Fall and Spring)

- Fashion Design I
- Fashion Design II
- Fashion Illustration
- Basic Garment Construction
- Pattern Drafting I

#### Electives: (choose 2)

- Pattern Drafting II (prerequisite: Basic Garment Construction & Pattern Drafting I)
- Sewing Techniques (prerequisite: Basic Garment Construction & Pattern Drafting I & II)
- A drawing or painting class (page 62)
- A computer-aided design class such as Photoshop or Illustrator (page 47)

#### Fashion Illustration

Learn how to draw a fashion figure and dress it with original designs with attention to garment details, fabric rendering and trims. Materials list will be mailed prior to first class; approximate cost \$50. *Paula Molino, M.Ed.*

Newtown Campus/\$199 (plus \$60 book fee;  
includes live model fee)/WSMCE 3712 C01/  
6 Wed, 10/23-12/4 (no class 11/27), 6:30-9:30 pm

### Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

#### See Also -

- Personal Trainer, page 13
- Reiki, page 16
- Bedside Harp, page 15
- Hypnotherapy, page 52
- Getting Paid to Talk: Making Money with Your Voice, page 60

## Workplace/Professional Courses

### Business Coaching Certificate

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Gain skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees' performance and create the working environment that your employees will find truly rewarding.

Online/ \$295/ ESMCE 4323 C30/ 9/3-11/1



### Designing Successful Webinars

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the four key strategies to make your webinars more successful. Learn techniques and tips that will make your webinars winners with your audiences.

Online/ \$195/ ESMCE 4322 C30/ 10/7-11/1



## Extraordinary Customer Service

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous!

Online/ \$145/ ESMCE 4321 C30/ 10/7-11/1



## Management Certificate

Three one-month courses. \$595 for all three. (Must register for all three at the same time to get the bundled price.)

- Management Boot Camp
- Time and Productivity Management
- Managing Generations in the Workplace

## Management Boot Camp

Online/ \$295/ ESMCE 4333 C30/ 9/3-9/27

Enhance your management skills through this course for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness through use of the DiSC personality profile (included). By the end of the course we will have you managing like a pro - quickly and with confidence.

NEW! Time and Productivity Management

Online/ \$195/ ESBEN 0211 C30/ 10/7-11/1

Managing Generations in the Workplace

Online/ \$175/ ESBEN 0217 C30/ 11/4-11/29



## Media Buying Strategies

Discover the marketing planning process to clearly delineate the relationship among marketing and media buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media buying process. The course presents concepts and strategies from a business decision-making perspective. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns. Come away with a knowledge of media buying strategies to promote your organization and boost sales and profits.

Online/ \$195/ ESMCE 4324 C30/ 10/7-11/1



## Notary Training

Learn the powers, duties and obligations of a Notary, how to become a Notary in Pennsylvania, how to identify clients and keep accurate records. This basic 3-hour course satisfies the requirement for new applicants and renewals. *Ronald Long, Esq.*  
Approved Hours: 3 (Notary Public)

Newtown Campus/\$75/ WSBEN 0130 C01-C06

C01/ Thurs, 9/12, 6:30-9:30 pm

C02/ Thurs, 9/26, 6:30-9:30 pm

C03/ Thurs, 10/10, 6:30-9:30 pm

C04/ Thurs, 10/24, 6:30-9:30 pm

C05/ Thurs, 11/7, 6:30-9:30 pm

C06/ Thurs, 11/21, 6:30-9:30 pm

## Supervisory & Leadership Certificate

Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Note: This program has been approved for 32 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute.

Online/ \$395/ ESMCE 4331 C30/ 9/3-10/25



## Using Personality Profiles for Better Work Performance

Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don't share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review.

Online/ \$295/ ESMCE 4332 C30/ 10/7-11/1



## Signing Agent Training

Notary Signing Agents are currently-commissioned Notaries Public with specialized training to assist in the closing of real estate transactions. Learn how the loan and escrow processes work, what lenders and borrowers expect from a signing agent, and the step-by-step procedures for executing loan documents. Prerequisite: You must already be a Notary. *Ronald Long, Esq.*

Newtown Campus/\$155/ WSBEN 0131 C01-C03/

8:30 am-12:30 pm

C01/ Sa, 9/14

C02/ Sa, 10/19

C03/ Sa, 11/16

## Ordering Textbooks

Texts required for Continuing Education courses may be ordered from the BCCC Bookstore ([www.bucks.edu/bookstore/](http://www.bucks.edu/bookstore/) 215-968-8459) or from a vendor of your choice.



### Courses for Nonprofits

#### Program Evaluation for Nonprofits

Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation.

Online/ \$245/ ESMCE 4341 C30/ 9/3-9/27



#### Revenue Generation for Nonprofits

Revenue streams are essential to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results. After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus.

Online/ \$495/ ESMCE 4340 C30/ 9/3-10/25



### Small Business Courses

#### The Business Plan

Whether writing a business plan to secure capital, as mandated by most funding sources, or to lessen the risks of business ownership, the planning process you undertake to do so enables you to evaluate the many aspects and potential hurdles of your business. In the online Business Plan course, you will discover the basics of the entrepreneurial planning process culminating in the development of an early-stage business plan. By preparing your business concept, building your plan, and evaluating your business for feasibility, you gain knowledge critical for business start-up and development. A practical, hands-on approach encourages you to immerse yourself in the vision, research, and planning aspects of your new venture.

Online/ \$195/ ESBEN 0219 C30/ 11/4-11/29



#### Cyber Security for Managers

Finally, you can get up-to-date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, intrusion detection/prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

Online/ \$245/ ESBEN 0212 C30/ 10/7-11/1



#### Entrepreneur Boot Camp

Starting a business is something that all of us have thought about at one time or another. Everyone wants to be their own boss. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. At the end of this course, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business.

Online/ \$195/ ESBEN 0210 C30/ 9/3-9/27



#### Facebook for Business


Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a page on Facebook and have some basic knowledge of the platform.

Online/ \$245/ ESBEN 0213 C30/ 10/7-11/1




### Google Analytics

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques on how to use website analytics using the world-standard Google Analytics, a free, online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

Online/ \$195/ ESBEN 0214 C01/ 10/7-11/1 


### Twitter

Twitter is a hot social media platform these days – and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers – and discover the best ways to create relationships and network with your key constituents. You will find out the best – and easiest – techniques for successful interactions in the Twitterverse.

Online/ \$195/ ESBEN 0215 C30/ 9/3-9/27 

### Certificate in Customer Research

Your customers hold the key to the future success of your organization. You can find out what your customers know by engaging and interacting with your customers. Find out how to get feedback, information and even answers from your customers. With our low and no cost methods of customer research, you will discover new techniques for collecting information that will improve your organization's products or services, promotion and marketing, and even bottom line finances. Whether you work in a for-profit or nonprofit environment, our 8 stage needs assessment model will give you a step by step proven approach to researching and selecting new services, products or activities.

Online/ \$395/ ESBEN 0220 C01/ 9/3-10/25 

#### See Also...

- Certificate in eMarketing Essentials - **Page 19**
- Certificate in Social Media for Business - **Page 20**
- Mobile Marketing Certificate - **Page 20**
- Certificate in Customer Service - **Page 19**

## Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
 This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

Please see our new Senior Citizen policy on page 69.



# Green/Sustainable Programming

## Green Building, Construction/Environmental Remediation

### LEED® AP BD+C

Discover the real-world application of Green Building Design and Construction practices on LEED projects. Prepare yourself for the LEED AP BD+C accreditation exam that (after passing) will allow you to operate as a successful LEED practitioner on and off job sites.

Online/ \$795/ ETEST 2000 C30/ 9/3-10/25



 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

### LEED® Green Associate

Take the first step in becoming a LEED Accredited Professional. You will gain an overview of the LEED® Green Associate credentialing process, develop your knowledge of green design, construction and operations, connect sustainability and LEED, and explain the LEED process and the technical and relevant issues of the LEED credit system. The LEED® Green Associate credential is nationally recognized and is intended for professionals who want to demonstrate green building expertise in non-technical fields of practice. This course will prepare you to take the LEED® Green Associate certification exam. *Bruce Offner, Resource Dynamics/Green Building Education*

Green Jobs Academy/\$199 /WTMCO 3550 GJA1 Sa, 7/27, 8 am-5 pm

### LEED® Green Associate Exam Preparation Study Group

This course covers the fundamental concepts of green building and is intended for design, construction and real estate professionals, building owners, or anyone who wants to develop their knowledge in this area. The course will prepare students to earn the LEED Green Associate credential from the Green Building Certification Institute and fulfill the eligibility requirement to sit for the exam. Students examine case studies of LEED certified building projects, concepts of integrated design, third-party verification and the LEED administration process.

Online/ \$995/ ETEST 2001 C30/ 9/3-10/25



 [www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

### Certificate in Green Construction

This program is for those interested in the implementation of sustainable building tools and strategies. It is also recommended for professionals moving into fields that require knowledge of green building or sustainable design, or anyone who recognizes the emerging importance of sustainable design and its impact on our daily life.

To earn the certificate, you must receive a passing grade in five courses. Courses include:

- Fundamentals of Green Building Design and Construction
- Construction Materials and Processes
- Building Green Buildings – The Contractor’s Perspective
- LEED for New Construction – Applying the Guidelines
- Green Building Commissioning



Each course is \$520 and includes the text.

**All online.**

#### Who Should Attend

Professionals in the design and construction industries who are seeking to further their career, including: design professionals, construction consultants, contractors, subcontractors and builders, planners and commissioners, facilities managers and stakeholders, environmental engineers, and decision-makers in the construction field, and anyone interested in getting into the green job market.

**For more information, contact:**

**Director, Continuing Education at  
(215) 968-8104, or [coned@bucks.edu](mailto:coned@bucks.edu)**

**For complete course descriptions, visit:**

**[www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)**

**Course schedule:**

September 9 – November 17, 2013 – Fall Session

- Green Building Commissioning  
ETMCO 3004 C30/ \$520 (includes text)

## Renewable Energy/Sustainability

### Sustainable Building Advisor Certificate

The Sustainable Building Advisor Institute offers a nine-month, certificate training program and exam for working professionals eager to apply sustainable concepts to the buildings they design, construct, and maintain. The Sustainable Building Advisor (SBA) program welcomes a diverse range of students from architecture and planning firms, engineering companies, developers and contractors, government agencies, research institutions, resource conservation organizations, utilities, and environmental consulting organizations.

#### National Certification

The SBA Certification provides you with tools and resources to accomplish the following:

- Identify and articulate key sustainable building practices and goals
- Analyze the costs and benefits of incorporating sustainable building measures
- Establish competencies in applying LEED™, Built Green™ and other relevant criteria or established guidelines
- Work with designers, architects, builders, operators, and utilities managers to achieve sustainable goals in their projects
- Take a leadership position in their organizations and communities in a rapidly growing field

#### Professional Credentials

Upon successful completion of the SBA Program and exam, students will earn the designation of Certified Sustainable Building Advisor, CSBA.

The program has been reviewed and approved by American Institute of Architects (AIA), Green Building Certification Institute (GBCI), and the US Green Building Council (USGBC), and meets the eligibility criteria for LEED Green Associate.

Newtown Campus/ \$2,250/ WSMCE 6000

Visit our web site for updated information: [www.bucks.edu/sba](http://www.bucks.edu/sba) or contact Director, Continuing Education at (215) 968-8104, or [coned@bucks.edu](mailto:coned@bucks.edu).

#### Testimonial:



*I took this course at Bucks County Community College, to get an education about ecological issues as related to my chosen trade: Historic Restoration. The class was very well taught, deep with information, and taught by leading professionals in their fields, as well as previous SBA grads. There are multiple presenters for each class, from home owners who learned how to do it themselves, to companies from all over the sustainability arena who are networking to creatively reinvent how industry can serve the environment, as well as its market base. I found it very powerfully inspiring as a motivational tool for change, and have since used what I have learned to rewrite my "how to" book on Historic Restoration- practices, methods, materials, resources, and most significantly, networking! To put a fine point on it, I highly recommend this course! Whatever your interest in sustainability may be, there is useful content in this course. That's just short of saying, "Take this course!". Having successfully completed the course, I am now Nationally and Internationally a Certified Sustainable Building Advisor! Erich DeHaven, CSBA, class of 2010-2011*

### EPA - HUD Certified Lead RRP Renovator INITIAL Training

EPA-HUD requires that firms doing renovations on pre-1978 housing and child-occupied facilities must be certified and renovation work be directed by a Certified Renovator (CR). This course meets EPA and HUD requirements for initial certification as an EPA Certified Renovator.

You will learn how to determine which regulations are applicable to Certified Firms and Certified Renovators, how to set up areas to contain dust, how to determine if lead-based paint affects work, verify cleanliness, train non-certified workers, and how to satisfy EPA work guidelines. Effective April 22, 2010, contractors may not perform renovations involving lead paint without proper certification and all renovations must be directed by certified renovators. This course was developed by the Environmental Protection Agency (EPA), in collaboration with the Department of Housing and Urban Development (HUD) to train renovation, repair, and painting contractors how to work safely in housing with lead-based paint and comply with EPA's Renovate, Repair and Painting (RRP) Rule, and HUD's Lead Safe Housing Rule (LSHR). This course meets EPA and HUD learning requirements and produces EPA Certified Renovators (CR) authorized to direct renovations in accordance with the Final Rule in pre-1978 homes and child-occupied facilities, perform lead testing with EPA recognized test kits and train non-certified workers. *Philip Godshall*  
Applicable certification: EPA Certified Renovator. Certificate is valid for 5 years.

Green Jobs Academy/ \$159

WTMCO 0450 GJA1-GJA2/ 8 am-5 pm

GJA1/ Mon, 6/17

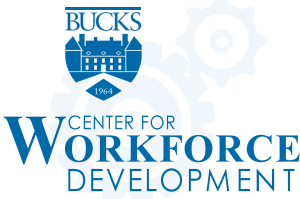
GJA2/ Mon, 8/12

### Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

# Industrial Training



- Unless otherwise noted, for further information on the following courses, please contact Emily Evans at 215-504-8695
- For all course offerings visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- Center for Workforce Development Website: [www.bucks.edu/cwd](http://www.bucks.edu/cwd)
- To register, visit: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), or call 215-968-8409 (Option #1)

## Industrial Training Courses

Start your industrial/manufacturing career or keep up-to-date with credentials needed to stay current.

**Advanced Manufacturing Training Center** .....32

- JobTrakPA Advanced Manufacturing/Energy Courses

**Individual Course Offerings** .....34

- Manufacturing Production Skills
- PLC (Programmable Logic Controllers) Troubleshooting A-B SLC 500/RSLOGIX 500 & Siemens S7
- Advanced PLC Programming
- Locomotive Engineer & Conductor Basic Training Program

## Advanced Manufacturing Training Center

BCCC's Advanced Manufacturing Training Center offers a blended instructional model: on site in the lab and online! This integrated approach has proven successful in numerous manufacturing training sites across the country and incorporates industrial quality equipment, troubleshooting emphasis, and task and competency-based curriculum. Course hours include a combination of lab and theory. Complete the online elearning theory lessons when and where it's most convenient for you – at home, at work, or anywhere you have access to the internet – and use scheduled lab time for hands on practice and skills assessment with your instructor.

**New programs offered at the Advanced Manufacturing Training Center in Bristol, Pennsylvania!**

### Lab Hours

**(scheduled by appointment)**

Daytime Hours: Mon & Wed, 8 am-5 pm

Evening hours: Tu & Th, 5-9 pm

Weekend hours: Saturday, 8 am-1 pm

### New, Unique Features:

- Accelerated Learning
- Monthly Start Dates
- Customization available for companies

### Available Certificate Programs

- Production Technician Certificate
- Industrial Electro/Mechanical 1 Certificate
- PLC Technician Certificate
- Hydraulics Troubleshooting Certificate
- NIMS CNC Machine Operator Certificate
- Industrial Welding 1 Certificate
- Energy Technician 1 Certificate
- AM/IST 1 Advanced Manufacturing/Integrated Systems Technology Certificate

### See Also:

[Renewable Energy - see page 31](#)

For more information, call Emily Evans at 215-504-8695.

BCCC was recently recognized as a Gold Partner by the Industrial Maintenance Training Center of PA (IMTC) for providing skills training toward the Advanced Manufacturing Integrated Systems Technology (AMIST 1) Certificate! Read more at [www.imtcpa.org](http://www.imtcpa.org).

## JobTrakPA Advanced Manufacturing Courses



**For more information contact:**  
**Denise Glick - 215.497.8756**  
**email: [jobsnow@bucks.edu](mailto:jobsnow@bucks.edu)**  
**[www.bucks.edu/skills](http://www.bucks.edu/skills)**

### The Goals of JobTrak PA:

- Offer accelerated training for the unemployed and under-employed for high wage, high-demand jobs
- Provide opportunities to earn industry-recognized certifications and credentials
- Build programs that meet industry needs, including development of career pathways

**Special grant funding for those who qualify.**  
 Training offered at the Advanced Manufacturing Training Center in Bristol.

## Credentialed Training Paths

All Certificates are potential training end-points.

### CNC Machine Operator Certificate - 250 Hrs

- Introduction to Manufacturing
- Basic Trigonometry
- CNC Operator Processes

**\*NIMS**

### Industrial Welding I Certificate - 250 Hrs

- Introduction to Manufacturing
- Welding Basics
- Sim Welding
- Welding Processes

**\*MSSC**

### Production Technician Certificate - 200 Hrs

- Introduction to Manufacturing
- Manufacturing Production Skills

**\*MSSC**

### Electro Mechanical Technician I Certificate - 470 Hrs

- Introduction to Manufacturing
- Manufacturing Production Skills
- Industrial Mechanical 1
- Industrial Electrical 1

**\*MSSC**

### Energy Technician I Certificate - 148-240 Hrs

- Introduction to Manufacturing
- Manufacturing Production Skills
- Energy Management and Alternative Energy Technologies
- Power and Control Electronics
- Electric Relay Controls
- Electric Motor Controls
- Industry-specific elective, including:
  - \* NABCEP Solar
  - \* Installer
  - \* BPI Energy Auditor
  - \* Sustainable Building Advisor
  - \* and more...

**\*MSSC**

### Industrial PLC Certificate - 280 Hrs

- Introduction to Manufacturing
- Manufacturing Production Skills
- PLC Troubleshooting

**\*MSSC & PMMI**

### AMIST 1 - Advanced Manufacturing/Integrated System Technology Certificate - 720 Hrs

- Introduction to Manufacturing
- Manufacturing Production Skills
- Industrial Mechanical 1
- Industrial Electrical 1
- PLC Troubleshooting
- Industrial Mechanical 2
- Industrial Electrical 2

**\*MSSC, PMMI, & IMTCPA**

### \*Course completers will sit for industry/nationally recognized certifications.

- MSSC - Manufacturing Skills Standards Council
- NIMS - National Institute of Metalworking Skills
- PMMI - PMMI Mechatronics
- IMTCPA - Industrial Maintenance Training Center of Pennsylvania

Program is developed in whole or in part by the US Department of Labor - Employment and Training Administration

**JobsNow**

### Individual Course Offerings

#### Introduction to Manufacturing

This is the foundational course for all Advanced Manufacturing credentialed training paths. The course consists of 60 hours e-learning and 40 hours class. Topics include: basic shop math, blueprint reading, measurement tools, shop safety, tool usage, and more.

Advanced Manufacturing Training Center/ \$1,509  
WTMCO 1630 AM1 / Monthly start dates

#### Manufacturing Production Skills

This is course 2 for the Production Technician Certificate and completers may sit for the nationally recognized MSSC's Production Technician Certificate. Topics include AC/DC Circuitry, Electrical Fabrication, Production Assembly, and Basic Welding. 100 hrs (60 hrs class, 40 hrs e-learning) Prerequisite: WTMCO 1630 & ETMCO 1630

Advanced Manufacturing Training Center/ \$1,509  
WTMCO 1611 AM1 / Monthly start dates

#### PLC (Programmable Logic Controllers) Troubleshooting A-B SLC 500/RSLOGIX 500 & Siemens S7

Learn programming and troubleshooting of programmable logic controllers and their use in industrial, commercial, and residential applications. 80 hrs (45 hrs class; 35 hrs e-learning).

Prerequisite: Production Technician Certificate or test outs. Call 215-504-8695 for more information.

Advanced Manufacturing Training Center/ \$1,369  
WTMCO 1124 AM1 / 8 Tu & 4 Th, 9/17-11/7,  
(Th-9/26, 10/10, 10/24, 11/7), 5:30-9:30 pm

##### *Testimonial:*

*Two years ago an employee attended the PLC training course from BCCC. We are very impressed with the progress made and are contemplating sending the majority of Maintenance Staff through this same course. B. Ferguson, Maintenance Supervisor, Greif, Warminster Steel*

#### Advanced PLC Programming

Gain advanced PLC programming experience using the S7 from Siemens. This course will take you through the powerful instruction set of a modern PLC. Topics include: Network communication, conversions, advanced math instructions, PID algorithms, interrupts, strings, and more. S7 PLC and software provided.

Prerequisites: Experience working with basic electricity and PLCs; PLC Troubleshooting (WTMCO 1124) or test outs.

Advanced Manufacturing Training Center/\$855/  
WTMCO 1121/AM1/  
8 Wed, 10/16-12/11, 5-8:45 pm (no class 11/27)

#### Locomotive Engineer & Conductor Basic Training Program

The Transportation Industry has had a great resurgence and is one of the fastest growing industries in the country today. The highly skilled crafts of Locomotive Engineer and Conductor are in great demand. Whether you are looking for a good salary, job security or a challenging career, the Transportation Industry in the local area and beyond has numerous employment opportunities available.

This 65-hour course is designed to prepare you for pre-employment as a Locomotive Engineer, Conductor, Train Dispatcher, Operator or Management Trainee at a public transportation provider or freight railroad. The goal of this course is to help accelerate your opportunities of employment in the Transportation Industry and also prepare you for a railroad's training academy once employed. Upon completion of this course, you will be prepared to interview for positions at commuter or freight railroads across the United States, including but not limited to: NJ Transit, Metro North, Amtrak, LIRR, SEPTA, NS, CSX, CONRAIL, RNB and Short Line Railroads. *Mark Mattis, DSLE; Certified Train Service Engineer*

Newtown Campus/\$365 (plus approx. \$100 text)/  
WTMCO 1151 C01/ 4 Sa, 9/21-10/12, 9am-5:30pm  
& 3 Sa, 10/19-11/9, 9am-1pm; & 7 Tu, 10/1-11/12, 6:30-9:30pm

Specific questions regarding the class can be addressed by emailing Mark Mattis directly at:

**mattis1923@gmail.com**

FREE INFORMATION SESSIONS - Please contact BCCC Continuing Education Office to register: (215) 968-8409 (Option #1)

XTMCO 1151/ C01 & C02/  
C01/ 9/3; 6:30-8:00pm  
C02/ 9/9, 6:30-8:00pm

### Drafting/Industrial Design

- AutoCAD® Essentials - page 43
- AutoCAD® 3D Modeling - page 43
- Revit® Architecture Basics - page 43



- For more information visit: [www.bucks.edu/cwd](http://www.bucks.edu/cwd)
- For all course offerings, visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- Center for Workforce Development Website: [www.bucks.edu/cwd](http://www.bucks.edu/cwd)
- For e-mail inquiries, contact: [loeffler@bucks.edu](mailto:loeffler@bucks.edu)

The Center for Workforce Development reaches out to employers in Bucks County. We offer affordable, dynamic, quality training programs customized to meet your company's needs. Classes can be delivered on-site at your location or at one of BCCC's three campuses. Here's a sampling of our offerings.

## Computer Skills

- AutoCAD
- Database Design and Administration
- Desktop Computer Applications
- Information Technology
- IT Security
- Microsoft Office
- Network Systems Administration
- Programming Languages
- Web Design

## Job-Specific Skills

- Advanced Manufacturing Skills
- Allied Health
- Blueprint Reading
- CPR/AED/First Aid
- Electrical Pre-Apprenticeship
- Energy Efficiency/Green Jobs Training
- HIPAA
- Human Resources
- Industrial/Mechanical Maintenance
- Industrial Safety
- Lean Six Sigma
- Metrics and Measurement
- OSHA Compliance
- PLC Troubleshooting
- Production Technician
- Real Estate Mandatory Continuing Education
- ServSafe™ and HACCP Certification

## Professional/Personal Development

- Business Math
- Business Writing
- Change Management
- Coaching for Professionals
- Command Spanish® Occupation-Specific Spanish
- Communication Skills for the Workplace
- Conflict Resolution
- Customer Service
- Diversity Awareness
- Effective Meeting Management
- Executive Management
- Interpersonal Communication
- Leadership and Supervision
- Negotiation Skills
- Performance Evaluation
- Presentation Skills
- Problem Solving/Decision-making Skills
- Project Management
- Sales Training
- Stress Management
- Teambuilding
- Time Management
- Workplace English as a Second Language
- Workplace Foundation Skills

## Industry Partnerships

Partner with Bucks to meet the demands of your business by addressing worker development, retention and recruitment, connecting people to careers, highlighting best practices, and promoting communication. Let us help you prepare for your future.

## Needs Assessment

We can help you assess your company's training needs and create a customized training plan for your business. Contact us today for a free consultation with one of our directors.

*For a free consultation, contact the Center for Workforce Development at: 215-968-8006 or [cwd@bucks.edu](mailto:cwd@bucks.edu)*

*To learn more about how we can serve you, contact the Center for Workforce Development 215-968-8006 or [cwd@bucks.edu](mailto:cwd@bucks.edu)*

**Your company may be eligible for free PA state training grants - call for information. 215-968-8006**





## Department Information

**Bucks County Community College**  
**Department of Public Safety Training & Certification**  
**Operating two sites in Bucks County, Bristol and Doylestown.**



- For more information visit: [www.bucks.edu/publicsafety](http://www.bucks.edu/publicsafety)
- For a course schedules, registration and information on certification or national certification exams, contact the Staff at 215-340-8417 or 1-888-BUCKS 77
- For e-mail inquiries, contact: [moritzc@bucks.edu](mailto:moritzc@bucks.edu)

The Bucks County Public Safety Training Center, located in Doylestown, and the Lower Bucks Public Safety Training Center, located in Bristol, are a partnership between the County of Bucks and Bucks County Community College. The Public Safety Training staff provides international, national, and state level fire, rescue, emergency medical, and hazardous materials training at both facilities and off-site locations.

The professional certification testing offered has been examined and accredited by the National Professional Qualifications Board (Pro Board). The Department of Public Safety Training & Certification offers professional certification in over 45 NFPA (National Fire Protection Association disciplines.)

### **Department of Public Safety Training & Certification:**

Robert Grunmeier II, Executive Director, Contracted Public Safety Training & Certification  
[grunmeie@bucks.edu](mailto:grunmeie@bucks.edu)

Earl "Rob" Freese III, M.S., Executive Director, Public Safety Training Centers  
[freese@bucks.edu](mailto:freese@bucks.edu)

Fred Hashagen, Director, Facility Operations, Doylestown Facility  
[hashagen@bucks.edu](mailto:hashagen@bucks.edu)

Nick Wuckovich, Assistant Director, Field Operations West  
[wuckovic@bucks.edu](mailto:wuckovic@bucks.edu)

Charles "Chas" Moritz, Assistant Director, Field Operations Southeast  
[moritzc@bucks.edu](mailto:moritzc@bucks.edu)

Matthew Hatrak, Director, Certification and Curriculum  
(Acting Point of Contact for Field Operations Northeast)  
[hatrakm@bucks.edu](mailto:hatrakm@bucks.edu)

Edward Copper, Assistant Director, Industrial Safety Training (Facility Operations, Bristol)  
[coppere@bucks.edu](mailto:coppere@bucks.edu)

Visit the Department of Public Safety Training & Certification web page at:

[www.bucks.edu/publicsafety](http://www.bucks.edu/publicsafety)





- For all course offerings visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- IT Academy Website: [www.bucks.edu/itacademy](http://www.bucks.edu/itacademy)
- To register, visit: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister) or call 215-968-8409 (Option #1)

## IT Courses

The Department of Continuing Education offers computer training through individual courses, certification programs and online learning. This is hands-on learning coupled with instructors who are well-versed in the latest technologies. All Information Technology and computer literacy programs can also be customized for the workplace as well. The Center for Workforce Development can assist in developing a customized training plan to meet the needs of businesses and organizations.

The College is an independent organization dedicated to quality instruction and has no allegiance to any manufacturer or supplier of computer hardware or software.

**Whether you are a novice or an experienced user, you will find courses and programs in the following technology areas that will provide you with the opportunity to improve your skills:**

- Hardware and Software Applications
- Office Administration
- Computer Graphics
- Networking
- Web Development and Design
- Database Administration
- Server Administration
- Cloud Computing/ Virtualization
- Healthcare Information Technologies

### Cisco Networking Academy..... 39

- CCNA® Security
- CCNA Certification Programs

### Cloud Computing/Virtualization/

### Mobile Computing ..... 42

- Google's Android Programming
- VMware

### Computer Fundamentals/Digital Literacy 42

- Introduction to MAC OS X
- Introduction to Personal Computers
- Microsoft Windows 8 Training and More

### Computer Graphics..... 47

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- Adobe Illustrator Courses
- Adobe InDesign Courses
- Adobe Lightroom
- Digital Camera Workshop

### Database Administration..... 40

- Introductory to Advanced Microsoft Database Courses

### Healthcare Information Technology

### Courses..... 48

- CompTIA Healthcare IT Technician Certificate
- Introduction to Healthcare IT and Medical Office Applications
- Healthcare Tech Implementation Support Specialist
- Certified PACS Technical Associate
- Certified PACS Associate Clinical
- Certified PACS Interface Analyst
- Certified PACS Systems Analyst

### Microsoft IT Academy ..... 38

### Microsoft's Visual Studio Development Environment ..... 41

- Introductory and Advanced C# Courses

### PC Repair/Operating Systems ..... 41

- A+, Networking+, Security+ and Linux+ Certifications by CompTIA

### Programming/Web Development..... 45

- HTML, XHTML & CSS
- Creating a Dynamic Website with PHP and MySQL

### Software Applications ..... 43

- AutoCAD® and Revit® Courses
- Access Basic to Advanced
- Excel Basic to Advanced
- Introduction to Microsoft Outlook 2010
- Microsoft Project Courses
- PowerPoint Advanced
- OpenOffice
- QuickBooks Courses
- Word Basic to Advanced

### Testing Centers ..... 40

### Web Design Applications..... 46

- Dreamweaver Courses
- Flash Courses
- Search Engine Optimization

Microsoft IT Academy - Go to [bucks.edu/itacademy](http://bucks.edu/itacademy) for more info

The Microsoft Certified IT Professional (MCITP) certification validates that an individual has the comprehensive set of skills necessary to perform the role as a Microsoft Server Administrator.



### MCITP: Windows Server 2008 R2 Server Administrator Exam 70-646 (56 Hrs)

This course is designed for IT Professionals who are responsible for the operations and day-to-day management of an infrastructure of Windows Server 2008 R2 servers for an enterprise organization.

Newtown Campus/ \$950 (plus book fee)/ WITAC 1084 C01/ 7 Tu & 7 Th, 9/10-10/24, 6-10 pm  
MCSA: Windows Server 2012

### Installing and Configuring Windows Server 2012 Exam 70-410 (56 Hrs)

This course is designed to teach students to install and configure servers, configure server roles and features, configure Hyper-V, deploy and configure core network services, install and administer Active Directory, and create and manage Group Policy.

Newtown Campus/ \$1400 (plus book fee)/ WITAC 1091 C01/  
Pre-requisite: Microsoft Server Fundamentals WCOSY 0350 or equivalent experience

### MCSA: Windows Server 2008 R2 Active Directory, Exam 70-640 (60 Hrs)

Lower Bucks Campus/ \$1200 (plus book fee) exam voucher included  
WITAC 1081 C50/ 8 TU & 7 TH, 10/29-12/19 (No class 11/28)  
Pre-requisite: Microsoft Server Fundamentals WCOSY 0350 or equivalent experience

### Administering Windows Server 2012 Exam 70-411 (56 Hrs)

This course is designed to teach students to deploy, manage, and maintain servers, configure file and print services, configure network services and access, configure a Network Policy Server Infrastructure, Configure and manage Active Directory, Configure and manage Group Policy.  
Newtown Campus/ \$TBD (plus book fee)/ \$1400 Exam voucher included  
WITAC 1092 C01/ available Spring 2014

### Configuring Advanced Windows Server 2012 Services Exam 70-412 (56 Hrs)

This course is designed to teach students to configure and manage high availability, configure file and storage solutions, implement business continuity and disaster recovery, configure network services, configure the Active Directory Infrastructure, configure identity and access solutions.  
Newtown Campus/ \$1400 (plus book fee) exam voucher included  
WITAC 1093 C01/ Available Spring 2014

## Ordering Textbooks

Texts required for Continuing Education courses may be ordered from the BCCC Bookstore ([www.bucks.edu/bookstore/](http://www.bucks.edu/bookstore/) 215-968-8459) or from a vendor of your choice.

## Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

## Quarterly Information Sessions!

Information Sessions are held at our Newtown campus once a quarter and are free to anyone who attends. Join us to learn about new and updated course offerings from the IT Academy. For session schedule, please visit our website:

<http://www.bucks.edu/academics/cwd/it-academy/it-infosessions/>

## Cisco Networking Academy

## Cisco Certified Networking Associate

These CCNA courses will provide you with a thorough understanding of the pathways, protocols and devices that make up a network. These are indispensable skills for security, infrastructure, servers as well as desktop technicians. Cisco Certified Network Associate (CCNA®) is the first step on the Cisco career certification path. This course prepares you for the 640-802 CCNA® exam, expiring Sept. 30th 2013, or the 200-120 CCNA (insert Registered trademark) exam officially offered starting October 1st, 2013.

**Module 1: Networking Fundamentals (76 Hrs)**

This first module introduces the student to networking terminology and theory. Topics include an in-depth review of the Open System Interconnection (OSI) model, networking protocols and standards, and IP Addressing. The student will also learn how to build and configure a simple Ethernet network using routers and switches using the Cisco Command Line (CLI) interface.

Upper Bucks Campus/\$1200 (plus book fee)/  
WITAC 1011 C70/ 11 Tu & 11 Th, 9/10-11/21,  
6:30-10pm

**Module 2: Routing Protocols and Concepts (68 Hrs)**

The second module will explore basic routing protocols from RIP to more advanced protocols like EIGRP and OSPF with the use of Packet Tracer Labs and hands-on labs. Subnetting and Advanced IP addressing will be used to further refine the student's ability to design and configure network equipment.

Newtown Campus/ \$945 (plus book fee)/ WITAC  
1012 C01/  
10 Mon & 10 Wed, 9/9-11/13, 6:30-10 pm

Scheduling information on these courses can be found at: [www.bucksitacademy.com](http://www.bucksitacademy.com) or at (215) 968-8132.

**Module 3: LAN Switching and Wireless2 (36 Hrs)**

The third module includes basic and advanced LAN switching concepts, with an introduction to Wireless Technologies. The student will explore LAN design, basic and advanced switch configuration, Virtual Local Area Networks (VLAN), Virtual Trunking Protocol (VTP), and the Spanning Tree Protocol (STP), along with Inter VLAN routing.

Newtown Campus/ \$525 (plus book fee)/ WITAC  
1013 C01/

6 Mon & 5 Wed, 12/2-1/20/2014 (no class  
12/23, 12/25, 12/30, 1/1/2014), 6:30-10 pm

**Module 4: Wan Technologies (36 Hrs)**

The fourth and final module leading to the Cisco Certified Network Associate (CCNA) certification covers Wide Area Network (WAN) design. Topics include, Point-to-Point (PPP) protocol, Frame Relay, as well introduction to Network Security theory, Access Control List's (ACL) and the use of the Security Device Manager (SDM). Students will also get an introduction to Virtual Private Networks (VPN), IP Addressing services and network troubleshooting.

Lower Bucks Campus/ \$525 (plus book fee)/  
WITAC 1014 C50

4 Mon & 5 Wed, 9/9-10/9 (no class 10/7), 6-10 pm

**Cisco classes are now available at all 3 Bucks Campuses!!**

**Certification Information at [www.cisco.com](http://www.cisco.com)**

**CCNA® Security (Cisco IOS Network Security - IINS) 72 Hours**

IT security is one the fastest growing specialties in the world and is in high demand. As networks grow and become more complex, companies rely heavily on IT security professionals to secure systems, data and services. Well trained IT security engineers are hard to find and recently many news organizations have reported that the demand for these skills is going to skyrocket. CCNA Security is a great way to learn valuable security skills.

CCNA® Security validates associate-level knowledge and skills required to secure Cisco networks. With a

CCNA Security certification, a network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.

Newtown/ \$1400/ WITAC 1016 C01

Look for course offering in 2014

Prerequisites: 640-802, or 200-120 CCNA

**\*\*Call our IT Academy for more information: 215-968-8132**

## Database Administration

### Introductory Classes - Microsoft SQL Server 2012 T-SQL Fundamentals (48 Hrs)

You will be introduced to the concepts involved in designing and using a database management system. Learn key concepts - the basic structures of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. Prerequisite: Microsoft Database Fundamentals WCOSY 1625 or equivalent experience.

Newtown Campus/ \$960/ WITAC 2500/ Look for Spring 2014 offering

### Microsoft SQL Server 2012 – Querying Microsoft SQL Server (48 Hrs)

#### Microsoft Certified Technology Specialist (MCSA)

Technology Specialists typically pursue careers as database administrators, database developers, or business intelligence developers.

This course will prepare students to take exam 70-461 - Querying Microsoft SQL Server 2012.

Prerequisites: Introductory Classes- Microsoft SQL Server 2012 T-SQL Fundamentals WITAC 2500

Newtown Campus/ \$960 (test voucher included)/ WITAC 2501 C01/

8 Sa, 9/7-11/2 (no class 9/14), 9 am-3:30 pm

### Administering Microsoft SQL Server 2012 Databases (48 Hrs)

This course is intended for students to learn how to perform installation, maintenance and configuration task, setup databases, make the systems operate efficiently, setup backups and security.

Newtown Campus/ \$960 (test voucher included)/ WITAC 2502 C01/

8 Sa, 11/16 – 1/25/2014 (no class 11/30, 12/28, 1/4/2014), 9 am-3:30 pm

### Implementing a Data Warehouse with Microsoft SQL Server 2012 (48 Hrs)

Students will focus on hands-on work creating business intelligence (BI) solutions including data cleansing, Extract Transform Load (ETL), and Data Warehouse implementation

Newtown Campus, / \$960 (test voucher included) / WITAC 2503 C01/


Classes will be scheduled starting in Spring of 2014

### Oracle Database Administration (40 Hrs)

This course will provide basic understanding of an Oracle database administrator's skills. The course will help prepare you for Oracle Certification. The course lectures and studies are focused on Oracle 11g and the Oracle Certified Associate (OCA). It covers topics relevant to the certification exam, 1Z0-052, Oracle 11 g: Database Administration I. You will get an understanding of simple UNIX commands, database architecture, software installation, database creation, storage management, schemas, security, data concurrency, network, data moving, backup and recovery.

Prerequisite: WITAC 2500 Introduction to SQL or have experience using SQL, some experience with Unix/Linux recommended.

Newtown Campus/ \$805/ WITAC 2015 C01/ 7 Tu & 6 Th, 11/5-12/19 (no class 11/28),

6:30-9:30 pm (12/17 & 12/19 6:30-10 pm) 

## Testing Centers

### IT Academy/Cisco Networking Academy/CompTIA Member

#### Computer Certification Programs at Bucks County Community College's Newtown Campus, Upper Bucks Campus & Lower Bucks Campus

Call for course information, or to make an appointment for a one-on-one consultation: (215) 968-8132

New classes are now being scheduled.  
[www.bucksitacademy.com](http://www.bucksitacademy.com)



### Pearson VUE, Prometric™ and Certiport Testing Center

Bucks County Community College is an authorized Pearson VUE, Prometric™ and Certiport Testing Center. We provide innovative electronic testing solutions that enhance the performance, reliability, and security of high-stakes testing programs throughout the world. For more info, please visit:

[www.PearsonVUE.com](http://www.PearsonVUE.com) for Certification test offered by Pearson VUE

[www.Prometric.com](http://www.Prometric.com) for Certification test offered by Prometric

[www.Certiport.com](http://www.Certiport.com) for Certification test offered by Certiport

or call: 215-968-8068

## PC Repair/Operating Systems

**A+, Networking+, Security+ and Linux+ Certifications by CompTIA****A+ Certification (128 Hrs)**

The A+ Certification Program offers a standard of excellence to the PC support industry. CompTIA A+ program prepares you for certification by teaching system configuration, installation, upgrades, diagnosis, repair, preventive maintenance, and safety of vendor neutral PC Hardware. Many high-tech companies require their support staff to be certified. Prerequisite: Basic computer and networking knowledge including file management in a Windows environment

Certification Tests:

220-801 for CompTIA A+ Essentials  
220-802 for CompTIA A+ Practical Application

Newtown Campus/ \$1,865 (test vouchers included)/ WITAC 2002 C01/ 22 Sa, 9/21-3/8/2014 (no class 11/30, 12/28, 1/4/2014), 9 am-3:30 pm (3/8, 9-11 am)

**Network+ Certification (72 Hrs)**

Network technicians need to be certified in order to advance in the industry. A certified technician has a much better chance of finding work in the industry. Whether you're looking to upgrade your skills, advance your career, or start a career in networking, the Network+ certification course is for you.

Prerequisite: Basic computer knowledge including file management in a Windows environment.

Certification Test: N10-005 for CompTIA Network+ Certification.

Tuition \$1400 (test voucher included) /

**Look for course offering in Spring 2014**

**Security+ Certification (64 Hrs)**

CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and cryptography. CompTIA Security+ provides the knowledge of security concepts, tools and procedures to react to security incidents.

Certification Test: SY0-301 for CompTIA Security+ Certification

Newtown Campus/ \$1200 (test voucher included)/ WITAC 0511 C01/ 11 Sa, 10/5-12/21 (no class 11/30), 9 am-3:30 pm

**Linux+ Certification (72 Hrs)**

CompTIA Linux+ validates the fundamental knowledge and skills required of a Linux Administrator. The course will cover system architecture, GNU and UNIX commands, user interfaces and desktops, Linux installation and package management. Students who take this course and the certification test will also attain the LPIC-1 certification.

Certification test: LX0-101 covers system architecture; Linux Installation and package management; GNU and Unix commands; devices, Linux file systems, and file system hierarchy standards.

LX0-102 covers shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals and security.

Tuition \$1400 (test vouchers included)

**Look for course offerings in Spring 2014**

**Call our IT Academy for more information at: 215-968-8132**

## Microsoft's Visual Studio Development Environment

**Introduction to Programming Using C# (42 Hrs)**

Learn the basics of Microsoft's C# programming language used extensively in developing Windows and Web based applications and games.

Newtown Campus/\$985 (plus book fee)/ WITAC 2103 C01/ 12 Mon, 9/9-11/25, 6:30-10 pm

**Advanced Programming using C# (42 Hrs)**

Learn advanced programming techniques and key components provided by the .NET Framework.

Tuition \$985

**Look for course offerings in Spring 2014**

**Introduction to Web Development Using C# (42 Hrs)**

Learn the fundamentals and foundation of ASP.NET, AJAX, ADO.NET & LINQ using C#.

Lower Bucks Campus/\$985 (plus book fee)/ WITAC 2106 C50/ 12 Mon, 9/30-12/16, 6:30-10 pm

**Go to [www.bucks.edu/ITAcademy](http://www.bucks.edu/ITAcademy) for more details and prerequisites.**

## Information Technology

### Computer Fundamentals/Digital Literacy

#### Free Computer Workshop (3 Hrs)

Learn about the basic parts and devices connected to your computer.

RCOSY 0016 C02, C51, C71/

6:30-9:30 pm

C02/ Newtown Campus/ Tu, 8/27

C51/ Lower Bucks Campus/ Tu, 9/10

C71/ Upper Bucks Campus/ Mon, 9/9

#### Introduction to Personal Computers (9 Hrs)

This course is for students who have little or no experience with personal computers and who want to learn the basics.

\$225 (plus book fee) / WCOSY 0025 C02, C51, C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Tu, 9/10-9/24

C51/ Lower Bucks Campus/ 3 Mon, 9/17-10/1

C71/ Upper Bucks Campus/ 3 Tu, 9/16-9/30

#### Microsoft Windows 8 Basic (9 Hrs)

This course teaches the core features and functions of Windows 7.

\$225 (plus book fee) WCOSY 0032 C02, C51, C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Tu, 11/5-11/19

C51/ Lower Bucks Campus/ 3 Tu, 10/15-10/29

C71/ Upper Bucks Campus/ 3 Mon, 10/14-10/28

#### Microsoft Windows 8 Advanced (9 Hrs)

Students should take course if their goal is to become more proficient in using Windows 7.

\$225 (plus book fee)/ WCOSY 0033 C02, C51, C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Tu, 12/3-12/17

C51/ Lower Bucks Campus/ 3 Tu, 11/12-11/26

C71/ Upper Bucks Campus/ 3 Mon, 11/11-11/25

#### Microsoft Server Fundamentals (9 Hrs)

This course teaches the fundamental concepts of Windows Server Administration.

Newtown Campus/ \$225 (plus book fee) (test voucher included)/

WCOSY 0350 C01

**Look for course offerings in Spring 2014**

#### Microsoft Networking Fundamentals (9 Hrs)

This course teaches the fundamental Networking concepts.

Newtown Campus/ \$225 (plus book fee) (test voucher included)

WCOSY 0325 C01 / 3 Mon, 9/9-9/23, 6:30-9:30pm

#### Microsoft Security Fundamentals (9 Hrs)

This course teaches the fundamental Security concepts.

Newtown Campus/\$225 (plus book fee)/

WCOSY 0310 C01/ 3 Th, 9/12-9/26,

6:30-9:30 pm

#### Microsoft Database Fundamentals (9 Hrs)

This course teaches the fundamentals of Database Administration.

Newtown Campus/ \$225 (test voucher included)/ WCOSY 1625 C01/ 3 Mon, 10/7-10/21, 6:30-9:30pm

#### Introduction to MAC OS X (9 Hrs)

This course teach students how to work proficiently in the Mac OS X environment by managing files, customizing their work environment, and creating files.

Newtown Campus/ \$225 (plus book fee)/

WCOSY 0051 C02/ 6:30-9:30 pm

C02/ 3 Mon, 10/14-10/28

**See also:**

**Zoomers Computer Series: page 67**

### Cloud Computing/Virtualization/Mobile Computing

#### Introduction to Google's Android Programming (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

\$985/ WITAC 2108/ C01

**Look for course offerings in Spring 2014**

#### Advanced Google Android Programming (42 Hrs)

Learn the Android Architecture and its Development and Application Environments.

Newtown Campus/ \$985 (plus book fee)/

WITAC 2109 C01/ 6:30-10pm, 12 Tu,

10/1-12/17 (no class 11/26)

#### VMware (80 Hrs)

Learn the knowledge and skills needed to operate a VMware ESXi server in a single-server environment.

Newtown Campus/ \$2400 (plus book fee)/

WITAC 2200 C02/ 6:30-10 pm

C02/ 12 Mon & 11 Wed, 10/1-12/19 (no class 11/28)

**Go to [www.Bucks.edu/ITAcademy](http://www.Bucks.edu/ITAcademy) for more details and prerequisites.**





Software Applications

**AutoCAD® Essentials (36 Hrs)**

This course incorporates the features, commands, and techniques for creating, editing, and printing 2D drawings with AutoCAD. You will learn skills that can be used in all disciplines of AutoCAD, and specifically Engineering. Hands-on exercises throughout the course explore how to create 2D production drawings.

Prerequisite: A good working knowledge of PC's and Microsoft Windows is necessary for this class. An understanding of basic drafting skills and blueprint reading is helpful.

\$630 (plus book fee)/ WCOAP 6064 WB1, W70 WB1/Newtown Campus/6 Tu-Th, 9/17-10/24, 6:30-9:30 pm  
 W70/Upper Bucks Campus/ 6 Sa, 9/28-11/2, 9 am-3:30 pm, Approved Hours: 36 (Act 48, Engineers)



**AutoCAD 3D Modeling 2nd Level**

For those familiar with AutoCAD, this course incorporates the features, commands, and techniques used to create, edit, and print 3D drawings with AutoCAD hands-on exercises throughout the course explore creating 3D wire frame models, 3D surface models, 3D solid models, and making multi-view drawings. Prerequisites: working knowledge of AutoCAD and Microsoft Windows OS, plus understanding of basic drafting skills and blueprint reading.

\$630 (plus book fee)/ WCOAP 6065 W70/ Upper Bucks Campus/6 Tu-Th, 11/9-12/14, 9 am-3:30 pm, Approved Hours: 36 (Act 48, Engineers)



**Revit®Architecture Basics**

The course covers the concepts and introduces Revit tools to create a schematic design from construction documentation to design visualization. Pre-requisite: A working knowledge of computers, MS Windows, and previous experience in architectural design, drafting, or engineering is necessary. No previous CAD experience is necessary.

\$750 (plus book fee)/ WCOAP 6068 WB1/ Newtown Campus/9 Tu, 10/2-12/4, 6-10 pm (no class 11/27)  
 Approved Hours: 36 (Act 48, Engineers)



**Access Basic (9 Hrs)**

Students will learn the basic components of an Access database, the structure of a database, manage data in tables, design forms and generate reports.

\$\$225 (plus book fee)/ WCOAP 3030 C02, C51, C71/ 6:30-9:30 pm  
 C02/ Newtown Campus/ 3 Th, 10/3-10/17  
 C51/ Lower Bucks Campus/ 3 Tu, 9/10-9/24  
 C71/ Upper Bucks Campus/ 3 Th, 9/12-9/26  
 Approved Hours: 9 (Act 48, CPA)



**Access Intermediate (9 Hrs)**

Learn how to streamline data entry and maintain data integrity, join tables, create flexible queries, modify data, improve forms, customize reports and share data between Access and other applications.

\$225 (plus book fee)/ WCOAP 3031 C02, C51, C71/ 6:30-9:30 pm  
 C02/ Newtown Campus/ 3 Th, 10/31-11/14  
 C51/ Lower Bucks Campus/ 3 Tu, 10/8-10/22  
 C71/ Upper Bucks Campus/ 3 Th, 10/10-10/24  
 Approved Hours: 9 (Act 48, CPA)



**Access Advanced (12 Hrs)**

Students will learn how to restructure data into appropriate tables, write advanced queries, create and revise macros, more about customizing reports and maintaining their databases using the tools available within Access.

\$255 (plus book fee)/WCOAP 3034 C02, C51, C71/ 6:30-9:30 pm  
 C02/ Newtown Campus/ 4 Th, 11/21-12/19 (no class 11/28)  
 C51/ Lower Bucks Campus/ 4 Th, 11/7-12/5 (no class 11/28)  
 C71/ Upper Bucks Campus/ 4 Th, 11/7-12/5 (no class 11/28)  
 Approved Hours: 12 (Act 48, CPA)



**Excel Basic (9 Hrs)**

This course is for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel worksheets.

\$225 (plus book fee) / WCOAP 1535 C02, C51, C71/ 6:30-9:30 pm  
 C02/ Newtown Campus/ 3 Tu, 10/8-10/22  
 C51/ Lower Bucks Campus/ 3 Th, 9/12-9/26  
 C71/ Upper Bucks Campus/ 3 Tu, 9/10-9/24  
 Approved Hours: 9 (Act 48, CPA)



**Excel Intermediate (9 Hrs)**

Learn to use advanced formulas and work with various tools to analyze data in spreadsheets, organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects. Level 2 also covers both PivotTables and the VLOOKUP function

\$225 (plus book fee)/ WCOAP 1536 C02, C51, C71/ 6:30-9:30 pm  
 C02/ Newtown Campus/ 3 Tu, 11/5-11/19  
 C51/ Lower Bucks Campus/ 3 Th, 10/10-10/24  
 C71/ Upper Bucks Campus/ 3 Tu, 10/8-10/22  
 Approved Hours: 9 (Act 48, CPA)



**Excel Advanced (9 Hrs)**

Learn the specialized features of Excel. You will learn the power of Pivot Tables, Charting, OLE (Object Linking and Embedding). You will gain the skills necessary to create macros, audit worksheets, import and export data and publish worksheets on the Web.

\$225 (plus book fee)/ WCOAP 1537 C02, C51, C71/ 6:30-9:30 pm  
 C02/ Newtown Campus/ 3 Tu, 12/3-12/17  
 C51/ Lower Bucks Campus/ 3 Th, 11/7-11/21  
 C71/ Upper Bucks Campus/ 3 Tu, 11/5-11/19  
 Approved Hours: 9 (Act 48, CPA)



Continued on page 44

**Word Basics (9 Hrs)**

Microsoft Word enables you to quickly create \$225 (plus book fee)/ WCOAP 0064 C02, C51, C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Wed, 10/9-10/23  
C51/ Lower Bucks Campus/ 3 Wed, 9/11-9/25  
C71/ Upper Bucks Campus/ 3 Wed, 9/11-9/25  
Approved Hours: 9 (Act 48)

**Word Intermediate (9 Hrs)**

Microsoft Word enables you to quickly create \$225 (plus book fee)/WCOAP 0065 C02, C51, C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Wed, 11/6-11/20  
C51/ Lower Bucks Campus/ 3 Wed, 10/9-10/23  
C71/ Upper Bucks Campus/ 3 Wed, 10/9-10/23  
Approved Hours: 9 (Act 48)

**Word Advanced (9 Hrs)**

Microsoft Word enables you to quickly create \$225 (plus book fee)/ WCOAP 0066 C02, C51, C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 3 Wed, 12/4-12/18  
C51/ Lower Bucks Campus/ 3 Wed, 11/6-11/20  
C71/ Upper Bucks Campus/ 3 Wed, 11/6-11/20  
Approved Hours: 9 (Act 48)

**PowerPoint Basics (9 Hrs)**

Microsoft Office PowerPoint enables you to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information.

\$225 (plus book fee)/ WCOAP 1083 C02, C51, C71/  
C02/ Newtown Campus/ 3 Mon, 11/4-11/18, 6:30-9:30 pm  
C51/ Lower Bucks Campus/ 3 Mon, 10/12-10/26, 6:30-9:30 pm  
C71/ Upper Bucks Campus/ 3 Sa, 10/12-10/26, 9 am-noon  
Approved Hours: 9 (Act 48)

**PowerPoint Advanced (9 Hrs)**

The advanced course builds on the skills and concepts taught in PowerPoint Basic. Students will apply themes and templates, and will work with SmartArt graphics and tables.

\$225 (plus book fee)/ WCOAP 1084 C02, C51, C71  
C02/ Newtown Campus/ 3 Mon, 12/2-12/16, 6:30-9:30 pm  
C51/ Lower Bucks Campus/ 3 Mon, 11/4-11/18, 6:30-9:30 pm  
C71/ Upper Bucks Campus/ 3 Sa, 11/9-11/23, 9 am-noon  
Approved Hours: 9 (Act 48)

**QuickBooks Pro/Premier (15 Hrs)**

Learn to setup a new company, work with chart of accounts, customer and vendor lists, handle cash, accounts receivable and payable. QuickBooks has the most comprehensive tools for fast and easy financial management to help your business achieve better results.

\$375 (plus book fee)/ WCOAP 1606 C02, C51, C71/ 6:30-9:30 pm  
C02/ Newtown Campus/ 5 Th, 9/26-10/24  
C51/ Lower Bucks Campus/ 5 Th, 11/7-12/12 (no class 11/28)  
C71/ Upper Bucks Campus/ 3 Mon & 2 Wed, 12/2-12/16  
Approved Hours: 15 (Act 48, CPA)

**QuickBooks Payroll Module (6 Hrs)**

Learn how to process payroll in the most popular accounting program today. Through this hands-on class you will learn how to set up payroll, process paychecks, and get familiar with the screen elements. Navigating with QuickBooks is a breeze.

Prerequisite: QuickBooks Pro/Premier class (WCOAP 1606) or have good working knowledge of QuickBooks.

Newtown Campus/ \$125 (plus book fee)/ WCOAP 1607 C02/



2 Th, 11/7-11/14, 6:30-9:30 pm  
Approved Hours: 6 (Act 48, CPA)

**QuickBooks: Tips and Tricks (4 Hrs)**

Learn how to customize your work space, statements and reports; How to “fix” or correct past data entry transactions; generate trial balances and other reports for your Accountant.

Newtown Campus / \$85 (plus book fee)/ WCOAP 1605 C02/ 11/21, 6-10 pm



Approved Hours: 4 (Act 48, CPA)

**Call our IT Academy for more information at: 215-968-8132**

**Microsoft Outlook Basic (9 Hrs)**

Learn the essentials of Microsoft Outlook from an expert instructor. Get up and running quickly with the most important aspects of the pro-gram, and even create a Google Gmail account for class assignments and personal use.

Newtown Campus / \$225 (plus book fee)/ WCOAP 6618 C01/ 3 Tu 9/10-9/24, 6:30-9:30 pm

**Microsoft Outlook Advanced (9 Hrs)**

Learn the essentials of Microsoft Outlook from an expert instructor. Get up and running quickly with the most important aspects of the pro-gram, and even create a Google Gmail account for class assignments and personal use.

Newtown Campus / \$225 (plus book fee)/ WCOAP 6620 C01/ 3 Tu 12/2-12/16, 6:30-9:30 pm

**For more details on any IT Academy courses, please visit: [www.bucks.edu/itacademy](http://www.bucks.edu/itacademy)**

## Introduction to Microsoft Project (12 Hrs)




If you are a current Project Manager or Administrator, or see this as your next career step, this course is for you! Learn the basic functions and features of this powerful project management tool: how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. You'll also learn how to create resource calendars, work with different project views and tables, and more.

Prerequisite: Experience with Microsoft WORD and EXCEL (or equivalent) ; some experience on a project team or completion of a course in the fundamentals of Project Management; students must have access to a computer with MS Project 2010.

\$245 (plus book fee)/ WCOAP 3054 C50, C22/

C50/ Lower Bucks Campus/ 2 Sa, 9/28-10/5, 9 am-3:30 pm  
C22/Online/ 10/7-11/2

Approved Hours: 12 (Act 48, PMI) 


## Microsoft Project Advanced (12 Hrs)



Build on the concepts and skills learned in Introduction to Project. Topic coverage includes baseline and interim plans, analysis of project statistics, project file formatting, custom views, and exchanging project data. Prerequisite: Completion of a basic level course in MS Project (any version); access to a computer with MS Project.

\$245 (plus book fee)/ WCOAP 3052 C50, C22/

C50/ Lower Bucks Campus/ 2 Sa, 10/26-11/2, 9 am-3:30 pm  
C22/Online/ 11/11-12/14

Approved Hours: 12 (Act 48, PMI) 




## Programming/Web Development

### HTML, XHTML & CSS

Learn the basics of creating a web site using HTML. You will also be introduced to XHTML, which is used to develop more standards-compliant web sites for greater efficiency, accessibility, and forward-compatibility. Explore the use of Cascading Style Sheets (CSS) to enhance HTML formatting. This course is recommended for beginners in web site development. Prerequisites: Working knowledge of computers is highly suggested. You should also have good desktop and file management skills: know how to create and name folders, how to name and save files, open and close applications, navigate to folders to access files, and use Internet browsers.


#### HTML 5 Basic (9 Hrs)

WCOSY 6042 C50/ \$225 (plus book fee)/  
Lower Bucks Campus/ 3 Mon, 9/16-9/30,  
6:30-9:30 pm

Approved Hours: 9 (Act 48) 


#### HTML 5 Advanced (9 Hrs)

WCOSY 6043 C50/ \$225 (plus book fee)/  
Lower Bucks Campus/ 3 Mon, 10/14-10/28,  
6:30-9:30 pm

Approved Hours: 9 (Act 48) 

#### Java Scripting Basic (9 Hrs)


\$225 (plus book fee)/ WCOSY 6044 C50/  
Lower Bucks Campus/ 3 Mon, 11/11-11/25,  
6:30-9:30 pm

Approved Hours: 9 (Act 48) 

#### Java Scripting Advanced (9 Hrs)

\$225 (plus book fee)/ WCOSY 6045 C50 & C70/  
6:30-9:30 pm

C50/ Lower Bucks Campus/ 3 Mon, 12/2-12/16  
C70/Upper Bucks Campus/ 3 Mon, 9/9-9/23

Approved Hours: 9 (Act 48) 

### Creating a Dynamic Website with PHP and MySQL (36 Hrs)

This course takes you through all of the steps to build a product website for a business, using open-source tools that are robust, reliable and free. You will learn how to set up a database, build forms to maintain contents, and build interactive pages that make it easy for your customers to find your products.


The code and techniques used here are equally useful for companies with many products, as well as artisans, craftspeople, small retailers, and others with just a few products. They can also be used to create dynamic websites allowing user logins, personalization, processing of forms and email, and much more. Bring a 2 Gig flash drive to class.

Prerequisite: The HTML, XHTML & CSS course (WCOSY 6019) OR a general understanding of programming is suggested.

\$865 (plus book fee)/ WITAC 3000 C02 & C70  
6:30-9:30 pm

C02/ Newtown Campus/ 6 Wed, 9/25-12/18

C70/ Upper Bucks Campus/ 11 Mon & 1 Tu, 10/7-12/17

Approved Hours: 36 (Act 48) 

## Ordering Textbooks

Texts required for Continuing Education courses may be ordered from the BCCC Bookstore ([www.bucks.edu/bookstore/](http://www.bucks.edu/bookstore/) 215-968-8459) or from a vendor of your choice.

### Web Design Applications

#### Dreamweaver Basic (12 Hrs)

You will build simple websites and utilize the features of Adobe Dreamweaver CS5. Also you will learn about Adobe Web Communication using Dreamweaver CS6 objectives. This course will help you prepare to take the Adobe Certified Associate exam.

**Prerequisites:** Take the HTML 5 Basic & Advanced course or have equivalent knowledge.

\$400 (plus book fee)/WCOAP 6511, C50, C72  
C50/ Lower Bucks Campus/ 4 Th, 10/10-10/31,  
6:30-9:30 pm

C72/ Upper Bucks Campus/ 4 Wed, 6/5-6/26,  
6:30-9:30pm C71/ Upper Bucks Campus/ 4 Mon,  
9/9-9/30, 6:30-9:30 pm

Approved Hours: 12 (Act 48)



#### Dreamweaver Advanced (12 Hrs)

In this course you will use Adobe Dreamweaver CS5 to design and develop web pages in a WYSIWYG environment, but also have the ability to understand and work with the architecture and coding of web pages. You will work in code view, create Cascading Style Sheets, create effective user navigation, work with AP elements, automate tasks, create forms and author XML based data.

**Prerequisites:** Dreamweaver Level 1 WCOAP 6511

\$400 (plus book fee)/WCOAP 6512/ C50, C72

C50/ Lower Bucks Campus/ 4 Sa, 11/9-12/7  
(no class 11/30), 9 am-noon

C72/ Upper Bucks Campus/ 4 Wed, 7/10-7/31,  
6:30-9:30pm

C71/ Upper Bucks Campus/ 4 Mon, 10/14-11/4  
6:30-9:30 pm

Approved Hours: 12 (Act 48)



#### Flash Basic (15 Hrs)

You will learn how to integrate text, images, video and sound into your Web projects, create animations and application interfaces.

\$405 (plus book fee)/WCOAP 6040 C02, C71  
C02/ Newtown Campus/ 5 Tu, 10/1-10/29, 6:30-9:30 pm  
C71/ Upper Bucks Campus/ 5 Sa, 9/21-10/19,  
9 am-noon

Approved Hours: 15 (Act 48)



#### Flash Advanced (15 Hrs)

You will learn how to create vector paths, animate shapes, adjust movie clip properties, use Action Script 3.0, and use Adobe Media Encoder CS5 and review project management basics

\$405 (plus book fee)/WCOAP 6041 C02, C71  
C02/ Newtown Campus/ 5 Tu, 11/5-12/3, 6:30-9:30 pm  
C71/ Upper Bucks Campus/ 5 Sa, 11/2-12/7  
(no class 11/30), 9 am-noon

Approved Hours: 15 (Act 48)



#### Search Engine Optimization – SEO (3 Hrs)

Get your site in Google and Yahoo's top search results. Increase your site's visibility and ranking on major search engines. Drive more "natural" and "organic" visitors using proven tagging and design principles. Simple, no gimmicks, proof of method's success provided in class.

\$95 (plus book fee)/WCOAP 6516 C02,  
C51, C71/ 6:30-9:30 pm

C02/ Newtown Campus/ 9/30  
C51/ Lower Bucks Campus/ 10/7  
C71/ Upper Bucks Campus/ 10/1

Approved Hours: 3 (Act 48)



### Register Online!


For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

Computer Graphics


**Adobe Lightroom (9 Hrs)**

Learn workflows, how to import photos, and how to utilize different views, to flag, rank, and cull photos using Survey view; how to apply presets, adjust white balance, and the Histogram, Tone Curve, and Split Toning panels, to create slideshows, prepare photos for printing, and create Web galleries.

\$225 (plus book fee)/WCOAP 6028 C02/   
 Newtown Campus/ 3 Wed, 12/4-12/18, 6:30-9:30 pm  
 Approved hours: 9 (Act 48)


**Adobe Illustrator Basic (12 Hrs)**

Learn simple illustrations, applying basic colors, drawing paths, work with text, manipulate layers, swatches and more.

\$400 (plus book fee)/WCOAP 6011 C02, C71/  
 6:30-9:30 pm  
 C02/ Newtown Campus/ 4 Mon, 9/9-9/30   
 C71/ Upper Bucks Campus/ 4 Wed, 9/11-10/2  
 Approved hours: 12 (Act 48)


**Adobe Illustrator Advanced (12 Hrs)**

Learn advanced techniques working with paths, masks, fills, and strokes. Learn how to use transformation tools, envelopes, filters, effects, and graphic styles, to convert raster images to vector art manage color settings, color separations, and print specification.

\$400 (plus book fee)/ WCOAP 6012 C02, C71/  
 6:30-9:30 pm  
 C02/ Newtown Campus/ 4 Mon, 10/14-11/4, 6:30-9:30pm  
 C71/ Upper Bucks Campus/ 4 Wed, 10/16-11/6,  
 6:30-9:30pm   
 Approved hours: 12 (Act 48)


**Adobe InDesign Basic (15 Hrs)**

Learn how to create documents, place text and graphics, and create custom color swatches, work with master pages and multi-page documents, format text, apply styles, work with threaded text frames, position and group objects, work with layers, print documents, print presets, create a PDF file, and package documents for commercial printing.

\$450 (plus book fee)/WCOAP 6522 C02, C71/  
 6:30-9:30 pm   
 C02/ Newtown Campus/ 5 Th, 9/12-10/10  
 C71/ Upper Bucks Campus/ 5 Th, 9/12-10/10  
 Approved hours: 15 (Act 48)


**Adobe InDesign Advanced (15 Hrs)**

Learn how to create complex document structures, create tint and gradient swatches, use object libraries and snippets, create vector paths, wrap type on a path, typography and composition techniques, work with graphics, object styles, tables, special characters, the Story Editor, the CS Review panel and to manage long documents.

\$450 (plus book fee)/WCOAP 6523 C02, C71/  
 6:30-9:30 pm   
 C02/ Newtown Campus/ 5 Th, 10/24-10/21  
 C71/ Upper Bucks Campus/ 5 Th, 10/24-11/21  
 Approved hours: 15 (Act 48)


**Adobe InDesign Production (9 Hrs)**

Learn how to prepare documents for high-end or commercial printing; working with color, using color management, printing more efficiently, and using advanced print settings; add interactive elements to documents, prepare documents for electronic distribution, and work with XML.

\$225 (plus book fee)/WCOAP 6524 C02, C71/  
 6:30-9:30 pm   
 C02/ Newtown Campus/ 3 Th, 12/5-12/19  
 C71/ Upper Bucks Campus/ 3 Th, 12/5-12/19  
 Approved hours: 9 (Act 48)


**Adobe Photoshop Basic (12 Hrs)**

Learn how to use print resolutions, calibration, palettes and file formats.

\$400 (plus book fee)/ WCOAP 6020 C02, C51,  
 C71/ 6:30-9:30 pm   
 C02/ Newtown Campus/ 4 Wed, 9/4-9/25  
 C51/ Lower Bucks Campus/ 4 Tu, 9/25-10/16  
 C71/ Upper Bucks Campus/ 4 Tu, 10/15-11/5  
 Approved hours: 12 (Act 48)


**Adobe Photoshop Advanced (12 Hrs)**

Learn to use work areas, importing and adjusting images, working with selections and layers, correcting colors, editing and retouching.

\$400 (plus book fee)/WCOAP 6021 C02, C51,  
 C71/ 6:30-9:30 pm   
 C02/ Newtown Campus/ 4 Wed, 10/9-10/30  
 C51/ Lower Bucks Campus/ 4 Wed, 10/30-11/20  
 C71/ Upper Bucks Campus/ 4 Tu, 11/19-12/10  
 Approved hours: 12 (Act 48)


**Adobe Photoshop Production (9 Hrs)**

Learn to create professional-looking images for high-end business printers and commercial print shops.

\$225 (plus book fee)/ Newtown Campus /  
 WCOAP 6027 C02/  
 3 Wed, 11/6-11/20, 6:30-9:30 pm   
 Approved hours: 9 (Act 48)

**Digital Camera Workshop (12 Hrs)**

Learn how to use the functions of your digital camera correctly.

\$400 (plus book fee)/RCOAP 6010 C02, C51,  
 C71/ 6:30-9:30 pm  
 C02/ Newtown Campus/ 4 Mon, 10/7-10/28  
 C51/ Lower Bucks Campus/ 4 Th, 9/12-10/3  
 C71/ Upper Bucks Campus/ 4 Tu, 9/10-10/1  
 Approved hours: 12 (Act 48) 



### Healthcare Information Technology Courses

#### CompTIA Healthcare IT Technician Certificate (30 Hrs)

The typical student for this course is an experienced IT professional who is looking for opportunities in the healthcare industry such as desktop support or tier-1 support. Certificate test: HIT-001Healthcare IT Technician

Prerequisites: CompTIA A+ certification or equivalent knowledge is required with the permission of the program manager/instructor.

Lower Bucks Campus/ \$985 (test voucher included)/ WITAC 4020 C50/ 5 Wed, 10/16-11/20 (no class 11/29)

#### Introduction to Healthcare IT and Medical Office Applications (60 Hrs)

You will learn how to use a Personal Computer, Microsoft's Windows 7 and Microsoft's Office applications (Word, Excel, Outlook) in a Medical Office.

Newtown Campus/ \$2400 / WCOAP 4000 C50/ 5 Wed, 10/16-11/20 (no class 11/29)



#### Healthcare Technology Implementation Support Specialist (180 Hrs)

Students will be prepared for careers as Healthcare IT Technician, Health Information Technology Specialist; Electronic Health Record Specialist; Technical Software Support staff; HIT Implementation Support Specialist.

Hybrid-Online/\$2495/WITAC 4020 C20/



Newtown Campus/ 14 Sat, 9/14-12/12, 8am-12 noon (no class 11/30)

Program is developed in whole or in part by the US Department of Labor - Employment and Training Administration

#### HIT Core Curriculum HealthCenter21 Self-Paced Online

- Health Care Careers
- Health Care Systems
- Personal Qualities
- Communications
- IT Fundamentals
- Medical Terminology
- Medical Records
- Insurance and Coding
- Legal and Ethical Responsibilities
- Job Seeking Skills

#### PACS – Picture Archiving and Capture System

##### Certified PACS Technical Associate (48 Hrs)

This course provides professionals with a tool to master the IT component of the PACS System Associate skills that are required to support a PACS system.

Online/ \$1200 (test voucher included) /WITAC 4000 C20 / 12 Fri, 9/13-12/6 (no class 11/29)

##### Certified PACS Associate Clinical (56Hrs)

This course provides professionals with the tools to master the clinical component of the PACS system.

Online/ \$1200 (test voucher included) / WITAC 4001 C20 / 14 Fri, 12/13-3/28/2014 (no class 12/27, 1/3)

##### Certified PACS Interface Analyst (56 Hrs)

The PACS Interface Analyst focuses on connectivity and integration, with a strong emphasis on IT skills.

Online/ \$1200 (test voucher included) / WITAC 4002 C20  
**Look for course offering in 2014**

##### Certified PACS Systems Analyst (90Hrs)

This comprehensive program provides professionals with a tool to master the PACS System Analyst skills that are required to support a PACS system.

Online / \$2400 (test voucher included) / WITAC 4003 C20

**Look for course offering in 2014**

#### See Also, Page 14

- Electronic Health Record & Practice Management
- Medical Reimbursement/Coding Specialist Certificate
- Electronic Health Record and Practice Management
- Medical Coding -Transition to ICD-10

### Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

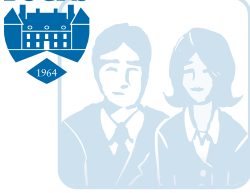


# Professional Credentialing

(keeping credentials up-to-date)



BUCKS



- For more information visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- Continuing Education Website: [www.bucks.edu/con-ed](http://www.bucks.edu/con-ed)
- Center for Workforce Development Website: [www.bucks.edu/cwd](http://www.bucks.edu/cwd)
- To register, visit: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), or call 215-968-8409 (Option #1)

## Professional Credentialing

For the professional who needs to keep up with important credentials.

<b>ACT 48</b> ..... 49	<b>Professional Engineers</b> ..... 50
• Certificate in Online Teaching	
• Teacher Tool Belt – PART I & II	
• Certificate in Teaching Adults	<b>Project Management</b> ..... 51
• Gender in the Classroom	• Project Management Strategies
<b>Certified Public Accountant</b> ..... 51	<b>Real Estate</b> ..... 50
<b>Hypnotherapy</b> ..... 52	

## ACT 48



### Certificate in Online Teaching

From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, this program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business.

\$195 each, or \$495 for all 3 courses (certificate), or \$795 to become a Certified Online Instructor\*(COI)

#### Designing Online Instruction

Online/ ECPED 1501 C30/ 11/4-11/8

Approved Hours: 16 (Act 48)



#### Building Online Communities in Cyberspace

Online/ ECPED 1502 C30/ 12/9-12/13

Approved Hours: 16 (Act 48)

#### Advanced Teaching Online

Online/ ECPED 1500 C30/ 10/21-10/25

Approved Hours: 16 (Act 48)

\*Online Instructor (COI) requires the registrant to take a 50 question exam. The registrant will have their students evaluate one of their online courses, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant's online courses.

[www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

### For additional Act 48 classes, see

- Fine Arts & Crafts, page 62
- Computer Fundamentals, page 42
- Computer Software Applications, page 43
- Foreign Language, page 56

Look for the Act 48 logo throughout the brochure.

### Certificate in Teaching Adults

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching. Your lead instructor is author of *How to Teach Adults*, the best-selling book on the subject. The ebook version is included in the course.

Online/ \$295/ ECPED 1505 C30/ 9/3-10/25

Approved Hours: 32 (Act 48)

[www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

### Gender in the Classroom

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits that hurt girls in the workplace.

Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get research data not available anywhere else.

Online/ ECPED 1551 C30/ \$145/ 10/7-11/1

Approved Hours: 16 (Act 48)



[www.bucks.edu/LERNclasses](http://www.bucks.edu/LERNclasses)

To register: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), P: (215) 968-8409, FAX: (215) 968-8320

## More Online Classes for Teaching Professionals



Visit our website at [www.ed2go.com/bucks](http://www.ed2go.com/bucks)

A new section begins each month:

- September 18
- October 16
- November 13
- December 11

**ed2go** | Learn More

For more information on how to register for ed2go classes see [page 6](#).

## Classes are 6 weeks long and are approved for 24 Act 48 hours

- Creating a Classroom Web Site
- Creating K-12 Learning Materials
- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- Generational Learning Styles for K-12 Teachers
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- The Differentiated Instruction & Response to Intervention Connection
- Guided Reading: Strategies for the Differentiated Classroom
- Microsoft Power Point 2010
- Microsoft Excel 2010 in the Classroom
- Online Learning and Teaching for K-12 Teachers
- Response to Intervention: Reading Strategies That Work
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math: Number Sense and Computational Strategies
- Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Social Media and Online Tools for K-12 Teachers
- Spanish in the Classroom
- Students with Asperger's Syndrome
- Teaching Preschool: A Year of Inspiring Lessons
- Teaching Science: Grades 4-6
- Teaching Smarter with SMARTboards
- Teaching Students with Autism: Strategies for Success
- Teaching Students with ADHD
- Teaching Writing: Grades 4-6
- The Creative Classroom
- Understanding Adolescents
- Web 2.0: Blogs, Wikis, and Podcasts

## Professional Engineers

Continuing professional competency obtained by a licensee should maintain, improve or expand skills and knowledge obtained prior to initial licensure, including law and ethics applicable to the profession, or develop new and relevant skills and knowledge. No credit shall be given for a course in practice building or office management.

Each licensee shall be required to obtain twenty-four PDH units during the biennial renewal period. If a licensee exceeds the requirement in any renewal period, a maximum of twelve PDH units may be carried forward into the subsequent renewal period.

Visit [http://www.pdhenineer.com/States/pennsylvania\\_state\\_requirements.htm](http://www.pdhenineer.com/States/pennsylvania_state_requirements.htm) for more details on what types of courses are approved.

**BCCC Continuing Education Courses eligible for Engineering CEUs:**

- Construction Classes, page 25
- Green & Sustainability, page 30
- Lean Six Sigma, page 22
- Project Management, page 21
- AutoCAD® & Revit®, page 43

## Real Estate

Real estate licensees are required to take 14 hours of mandatory continuing education every two year period. The current reporting period will end May 31, 2014. Please watch for new offering for the 2013/2014 season.

For further information, please contact Sherry McKinney, Center for Workforce Development: 215-968-8359 or [mckinnes@bucks.edu](mailto:mckinnes@bucks.edu)

## Certified Public Accountant

Many BCCC Continuing Education courses provide Continuing Professional Education credits for CPAs. For more information on the eligibility of a specific course, please contact: Sherry McKinney, 215 -968-8359 or [mckinnes@bucks.edu](mailto:mckinnes@bucks.edu).

### Eligible courses include:

- Access - page 43
- Introduction to MS Outlook 2010- page 44
- Excel - page 43
- Quickbooks - page 44

## Project Management

### Course I: Project Strategies, Start-Up & Initial Planning

Newtown/ \$485 (plus textbook fee) WSMCE 5403 C01/

5 Wed, 9/18-10/16, 6-9pm & 4 Sa, 9/21-10/19, 8:30am – 12:30pm

Approved Hours: 30 (PMI, Act 48)



### Course II: Scheduling, Monitoring/Controlling and Closing (Post-Implementation) (30 hours)

Newtown/ \$485 (same text as Course I) /WSMCE 5404 C01/

5 Wed, 11/6-12/11 (no class 11/27) 6-9pm & 4 Sa,



11/9-12/7 (no class 11/29), 8:30am – 12:30pm

Approved Hours: 30 (PMI, Act 48)

### Course I: Getting Started, Initiating a Project and Initial Planning (30 hours)

Online/ \$485 (plus \$87 for textbooks)/ WSMCE 5405 C20/ 9/16-10/25

Approved Hours: 30 (PMI, Act 48)



### Course II: Scheduling, Monitoring/Controlling and Closing (Post-Implementation) (30 hours)

Online/ \$485 (same text as Course I) / WSMCE 5406 C20/ 11/4 – 12/13



### Introduction to Microsoft Project 2010

For complete description, see page 45

### Microsoft Project 2010 Advanced

For complete description, see page 45

BCCC is a PMI R.E.P.

(Registered Education Provider)



Project  
Management  
Institute

**See also:** [Massage Modalities](#), page 16  
[SERVSAFE® Recertification: Classes in English & Chinese](#) - page 24

Please see our new Senior Citizen policy on page 69.

### Hypnotherapy

For more information on Hypnotherapy and Certified Hypnotherapist & Certified Master Hypnotherapist contact:

(215) 968-8104 or [coned@bucks.edu](mailto:coned@bucks.edu)

#### **Certified Hypnotherapist / Hypno-Counselor Online/On Site Hybrid**

**Please note:** All Sunday classes will be held off campus.

- Phase 1: Learn at Home
- Phase 2: Polish Your Skills in the Classroom

Learn About It For FREE

Join Dr. Holder for a free, fun and informative demonstration on Tu, 9/10, 7-9pm.

Call 215-968-8409 (Option #1) & register for XSMCE 1050 C01.

BCCC welcomes you to call Dr. Holder personally at 215-295-8062 for a course description and/or no-obligation enrollment consultation.

- Learn to hypnotize
- Help people achieve goals with hypnosis
- Prepare for a profitable career
- Develop broad base skills in the science of hypnosis

#### **Who should enroll?**

- Those seeking a new career or wishing to enhance their current career
  - Physicians
  - Therapists
  - Psychologists
  - Psychotherapists
  - Dentists
  - Marketing Professionals
- Anyone with an interest in helping others.

#### **Added Benefits of certifying through Bucks County Community College**

- “FREE” - 1-year support
- Hands-on practice with volunteers
- Ability to repeat course as refresher for “FREE”

Approx. 500 hrs home, web & classroom.

Hybrid/\$1,800 paid in full (\$1,995 on easy payment plan)/ WSMCE 5232 C20

Newtown Campus/ Fri-Sun, 9/27-9/29, 10:00am-6:30 pm, Fri-Mon, 12/6-12/9, 10:00am-6:30pm, & Tu, 12/10, 10:00am-3:00pm.

All other learning is online.

**Materials for Basic Certification:** \$395 if purchased 10 days in advance (retail value \$939.95). Complete Student Library including all materials for basic & advanced course - \$795

(Retail Value \$1,489.95) Verify current material costs when enrolling. Materials purchased through Master's Center 215-295-8062

Graduates eligible to enroll in the “Advanced Master Level Hypnotherapy Certification Program”

Instructor: *Dr. Philip Holder*

Certified by The International Association of Counselors & Therapists, International Medical, Dental Hypnotherapy Association, National Guild of Hypnotists, National Association of Transpersonal Hypnotherapists & others. Dr. Holder has won numerous awards for his contributions to hypnotherapy.

#### **Advanced Master Hypnotherapist / Hypno-Counselor Certification**

**70 hrs (45 in class/25 home)**

Exciting Advanced Course: Regression, Abreaction, Past Lives, Practice Management, Forensic Hypnosis, Pain Management, Hypnosis for Childbirth, Working with Fears & Phobias, Enhancing Intuitive & Creative Ability, Performance Enhancement, Sexual Dysfunction, Hypno-Analysis, Memory Enhancement & more. Set yourself apart from the rest!  
*Dr. Philip Holder*

Prerequisite: Basic Certification from approved provider

Newtown Campus/\$699 for graduates of BCCC-Master's Center certificate program; \$1,199 for students with certificates from other training programs

WSMCE 5226 C01/ Mon-Fri 10/7-10/11, 10 am-6:30 pm, & Sat 10/12, 10 am-3:30 pm

#### **Certified Hypnotherapy/ Hypno-Counseling Instructor**

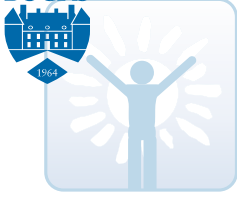
Attention Certified Hypnotherapists... If you have advanced certification in Hypnotherapy, you may be eligible to become a Certified Hypnotherapy/ Hypno-Counseling Instructor with Master's Center (Institute of Hypnosis Sciences, Inc.) and the International Medical Dental Hypnotherapy Assoc., through Bucks County Community College. No matter where you live, anywhere in the world, you could become part of our team as a certified instructor in this wonderful field in your home area. Call Dr. Holder at 215-295-8062 for details today.

Newtown Campus/ \$999/ WSMCE 5235 C01  
Tu-Fri, 11/12-11/15, 10 am-6:30 pm, & Sat 11/16, 10am-3pm

# Personal Enrichment



BUCKS



- For more information visit: [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)
- To register, visit: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), or call 215-968-8409 (Option #1)

## Personal Enrichment

Courses that lead to fun and self-improvement for people from all backgrounds.

<b>American English as a Second Language</b> 53	<b>Life &amp; Spirituality</b> ..... 61
• Beginning, Intermediate, and Advanced	• Paul's Letter to the Romans
• Computer Literacy Series for ESL Students	• The Book of Revelation
• Easy English Courses	• Introduction To The Work of Byron Katie
<b>Children, Youth, &amp; Parenting</b> ..... 57	• The Madness of Clutter – Clear you clutter, clear your life!
• This Summer's Camps at a Glance	• The Art of Spiritual Dreaming
<b>Culinary</b> ..... 57	<b>Literature and Writing</b> ..... 56
• Desserts around the World	• Write Better...Write Away
• Wok 'N Walk Tour of Chinatown	• Memoirs: Let's Get your Story Written!
<b>Fine Arts, Crafts</b> ..... 62	<b>Music</b> ..... 64
• Digital Photography	• Guitar for the Adult Beginner Courses
• Drawing Courses	• Harmonica for the Adult Beginner
• Painting Courses	• Harp Therapy
• Stained Glass	• Private Music Lessons
• Wood Turning for Adults	<b>Test Preparation</b> ..... 68
<b>Foreign Language</b> ..... 56	<b>Zoomers - Adults - Age 50+</b> ..... 65
• Elementary American Sign Language, Spanish, Advanced Spanish Conversation, Reading & Grammar, French, Conversational Japanese, Italian	• AARP - Driver Safety Program & Refresher
<b>General Interest</b> ..... 58	• Skincare and Menopause
• Instant Speed Reading	• Memoirs: Let's Get your Story Written!
• Unleash Your Brain: Increase Your Memory	• Antiques and Collectibles
• Blogging - Start a Blog That Matters	• Canasta
• Getting Paid to Talk: Making Money with Your Voice	• Mah Jongg
• Homeowners Haven	• The Passion of Opera
<b>Health &amp; Fitness</b> ..... 60	• Classical Music: Listening with Confidence
• Ballroom Dance – Dance Like the Stars!	<b>Zoomers Computer Series</b> ..... 67
• Tai-Chi Chuan	• Computers for the Terrified – Don't be Afraid of the Mouse!
• Weigh It Forward: 9-Week Mini Camp	• Where Did My File Go? Understanding File Management
• How to Improve Your Relationships	• Microsoft Office 2010 - A Beginner's Overview
• Yoga Relaxation and Fitness	• Microsoft Word 2010
• ARC Lifeguard Training	

## American English as a Second Language

### Free Placement Meeting!

**Monday, August 26, 2013, 7-9 pm, in the Charles Rollins Center on our Newtown Campus (near the cafeteria). No registration needed—just come!**

Which level should you take? Please come to a placement meeting to take a short test and meet with an instructor who will help you choose the best classes for your level. You can register and pay for classes at the meeting. We hope to see you there! For a map and directions, go to:

<http://www.bucks.edu/about/campus>

- Register early! Get \$20 off each class if you register by August 30!
- To register, call 215-968-8409 (Option #1)
- For ESL information, call 215-968-8413 or send an email to: [shadym@bucks.edu](mailto:shadym@bucks.edu)
- Classes are 12 weeks long.
- For more English practice, sign up for 2 or more classes!

continued on page 55

To register: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister), P: (215) 968-8409, FAX: (215) 968-8320

## Beginning ESL

### Newtown Campus

#### ESL Course 1A / \$345 (includes text)

LESLA 0003 C01 & C02/

For students with limited English, all skills studied

C01/ Tuesday & Thursday, Sept. 17-Dec. 12 (no class 10/31, 11/28); 12:15-2:15 pm

C02/ Monday & Wednesday, Sept. 16-Dec. 9 (no class 11/27), 7-9 pm

#### ESL Course 1B / \$345 (includes text)

LESLA 0004 C01 & C02

For advanced beginners, all skills studied.

C01/ Tuesdays and Thursdays, Sept. 17-Dec. 12 (no class 10/31, 11/28); 12:15-2:15 pm

C02/ Mondays and Wednesdays, Sept. 16-Dec. 9 (no class 11/27), 7-9 pm

### Lower Bucks Campus

#### Beginning ESL / \$345 (includes text)

LESLA 0003 C50

For students with very limited English, all skills studied

Tuesdays and Thursdays, Sept. 17-Dec. 12 (no class 10/31, 11/28); 7-9 pm

## Intermediate ESL

### Newtown Campus

#### Intermediate ESL 2A / \$345 (includes text)

LESLA 0201 C01 & C02

For students with low intermediate English, all skills studied

C01/ Tuesdays and Thursdays, Sept. 17-Dec. 12 (no class 10/31, 11/28); 12:15-2:15 pm

C02/ Mondays and Wednesdays, Sept. 16-Dec. 9 (no class 11/27), 7-9 pm

#### Intermediate ESL 2C / \$345 (includes text)

LESLA 0213 C01 & C02

For students with high intermediate English, all skills studied

C01/ Tuesdays and Thursdays, Sept. 17-Dec. 12 (no class 10/31, 11/28); 12:15-2:15 pm

C02/ Mondays and Wednesdays, Sept. 16-Dec. 9 (no class 11/27), 7-9 pm

#### Intermediate ESL 2B / \$345 (includes text)

LESLA 0203 C01 & C02

For students with intermediate English, all skills studied

C01/ Tuesdays and Thursdays, Sept. 17-Dec. 12 (no class 10/31, 11/28); 12:15-2:15 pm

C02/ Mondays and Wednesdays, Sept. 16-Dec. 9 (no class 11/27), 7-9 pm

### Lower Bucks Campus

#### Intermediate ESL / \$345 (includes text)

LESLA 0201 C50

For students with intermediate English, all skills studied

Tuesdays and Thursdays, Sept. 17-Dec. 12

(no class 10/31, 11/28); 7-9 pm

## Advanced ESL

### Newtown Campus

#### Advanced ESL 3A / \$345 (includes text)

LESLA 0312 C01 & C02

For students who communicate comfortably in English, all skills studied

C01/ Tuesdays and Thursdays, Sept. 17-Dec. 12 (no class 10/31, 11/28); 12:15-2:15 pm

C02/ Mondays and Wednesdays, Sept. 16-Dec. 9 (no class 11/27), 7-9 pm

#### Advanced ESL 3B / \$345 (includes text)

LESLA 0313 C01 & C02

For students who communicate well in English, all skills studied

C01/ Tuesdays and Thursdays, Sept. 17-Dec. 12 (no class 10/31, 11/28); 12:15-2:15 pm

C02/ Mondays and Wednesdays, Sept. 16-Dec. 9 (no class 11/27), 7-9 pm

### Lower Bucks Campus

#### Advanced ESL 3A / \$345 (includes text)

LESLA 0312 C50

For students who communicate comfortably in English, all skills studied

Tuesdays and Thursdays, Sept. 17-Dec. 12 (no class 10/31, 11/28); 7-9 pm



## Specific Skill Courses

### Conversation and Culture / \$225 (includes text)

LESLA 0202 C01 & C02

Speaking, Cultural exchange, some reading - for high beginning to intermediate speakers

C01/ Mondays, Sept. 16-Dec. 2; 12:15-2:15 pm

C02/ Thursdays, Sept. 19-Dec. 12 (no class 11/28); 7-9 pm

### Adv. Pronunciation / \$235 (includes text)

LESLA 0307 C01

Pronunciation/accent reduction, speaking

C01/ Mondays, Sept. 16-Dec. 2; 12:15-2:15 pm

C02/ Thursdays, Sept. 19-Dec. 12 (no class 11/28); 7-9 pm

### All Levels Writing / \$225 (includes text)

LESLA 0500 C01 & C02

Writing skills will be taught at each student's own level

C01/ Wednesdays, Sept. 17-Dec. 3; 12:15-2:15 pm

C02/ Tuesdays, Sept. 17-Dec. 3; 7-9 pm

## Test Preparation

### Newtown Campus

#### IBT TOEFL Test Preparation / \$375 (includes text)

A TEST 2502 C01 & C50/ Mondays and Wednesdays

Adv. English skills and practice tests for the TOEFL test – taught in computer lab

C50/ Lower Bucks Campus, Sept. 16-Dec. 9 (no class 11/27); 10 am-12 noon

C01/ Newtown Campus, Sept. 16-Dec. 9 (no class 11/27), 7-9 pm

## Easy English - Levels 1, 2, or 3

In Level 1, learn the basic English skills you need for real-life activities including shopping, job-hunting, and handling medical emergencies. In Level 2, build more intermediate-level English skills for real-life activities including using the bank, finding a job or a home, dealing with sicknesses, and making good shopping decisions. In Level 3, improve on the language skills you mastered as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.

Online/ \$95/ EESLA 0205, 0206, or 0207/

See page 50 for dates.



Learn More



## Personal Enrichment

### Foreign Language



**In a relaxed, supportive atmosphere, learn to communicate by using simple grammatical structures and useful phrases related to travel, business, and more. A dash of culture and current events will be included.**

**Course I:** For beginners only, for students who have no experience with the foreign language.

**Course II:** For students who have completed Course I, or who have a basic knowledge of the foreign language.

**Course III and beyond:** Sequel courses will continue to be offered as long as there is sufficient interest.

### Mandarin Chinese

*Greg Tang, M.S.*

Newtown Campus/\$165 (plus \$25 book fee; \$32 CD optional; same book for all levels)

Approved Hours: 15 (Act 48)

**Course I:** RLANG 0568 C01

6 Tue, 9/17-10/29 (no class 10/22), 6:30-9 pm

**Course II:** RLANG 0569 C01

6 Tue, 11/5-12/10, 6:30-9 pm



### Spanish

Newtown Campus/\$195 (plus \$30 book fee- same book for all levels)/

Approved Hours: 20 (Act 48)

**Course I:** RLANG 0405 C01/

8 Mon, 9/16-11/4; 6-8:30 pm

**Course II:** RLANG 0406 C01/

8 Mon, 11/18-1/27/14 (no class 12/23, 12/30, 1/20); 6-8:30 pm

**Course IV:** RLANG 0408 C01/

8 Wed, 9/18-11/6; 6-8:30 pm



### Advanced Spanish Conversation, Reading and Grammar

For the moderate Spanish speaker to improve skills in reading, listening, and speaking with an emphasis on pronunciation. You will explore different themes in Hispanic culture, politics, lifestyles, headline news, history, traveling and more. A textbook will be used to review specific areas of grammar as needed. New and continuing students are welcome! *Maria Perez, M.Ed.*

Newtown Campus/ \$195 (plus \$15 text)/

RLANG 0419 C01/ 10 Tu, 9/24-11/26; 6:30-8:30 pm

Approved Hours: 20 (Act 48)



### French

Newtown Campus/ \$195 (plus \$30 book fee, same book for all levels), 6:30-8:30 pm

Approved Hours: 20 (Act 48)

**Course I:** RLANG 0001 C01/ *Natalie Paulus, B.S.*

10 Thu, 9/26-12/12 (no class 10/31, 11/28), 6:30-8:30 pm

**Course II:** RLANG 0002 C01/ *Diana Nolan, M.A.*

10 Tue, 9/24-11/26, 6:30-8:30 pm



### German

*Irmgard Linhoff, M.S.*

Newtown Campus/\$195 (plus \$18 book fee payable to instructor)

Approved Hours: 20 (Act 48)

**Course I:** RLANG 0301 C01

8 Tue, 10/8-11/26, 7-9:30 pm



### Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Guided by a native Japanese instructor, you'll also gain cultural knowledge only an insider has.

Online/ \$95/ ELANG 0500

Approved Hours: 24 (Act 48) See page 6 for dates.



### Italian

Newtown Campus/ \$199 (plus \$20 book fee, same book for all levels)

Approved Hours: 20 (Act 48)

**Course I:** RLANG 0201 C01 & C50

C01/ Newtown Campus/ 10 Tue, 10/1-12/3, 7-9 pm/ *Susan Montemurro, B.A.*

C50/ Lower Bucks Campus/ 10 Thu, 9/26-12/12 (no class 10/31, 11/28), 7-9 pm/ *David Arcangeli, B.A., B.Th.*



## Literature and Writing

### Workshop for Anyone Who Loves to Write

Turn off your "Inner English Teacher" and get some writing done. Forget about grammar, punctuation, spelling and sentence structure, and return to the fun and pure joy of creating. Veteran writer, journalist and author Susan Van Dongen-Grigsby will coach you to overcome the inner editor, allow you to spend some time in creative writing, and help you to facilitate "creative mindfulness" through meditation to help you grow as a writer and a human being. Please bring a notebook/ journal and your favorite pen or pencil because this is a low-tech, but high-energy course for creativity. *Susan Van Dongen-Grigsby, B.A.*

Newtown Campus/ \$95/ RCEGN 1528 C01

4 Tue, 10/15-11/5, 7-9 pm

Approved Hours: 8 (Act 48)



### Memoirs: Let's Get your Story Written!

For full description, see Zoomer Section, page 65

Newtown Campus/ 4 Tue, 11/12-12/10

(no class 11/26); 1-3 pm



## Ordering Textbooks

Texts required for Continuing Education courses may be ordered from the BCCC Bookstore ([www.bucks.edu/bookstore/](http://www.bucks.edu/bookstore/) 215-968-8459) or from a vendor of your choice.

Children, Youth, and Parenting

**Sign, Say, and Play® Classes (A Baby Signs® Program)** **NEW**

(For children ages 6 months to 2 years, with parent or caregiver)

The Sign, Say & Play® curriculum is a 6-week program of carefully crafted sequenced sessions developed especially for parents and babies. By embedding the learning of signs in activities that promote cognitive, social, language, literacy, and sensory-motor development more generally, we are able to teach parents specific ways to provide the support in these areas that all babies need to make the most of their critical first three years. *Hilary Rodgers, M.Ed.*

\$95 per child plus one adult (plus \$30 materials payable to instructor) / RCHYC 2104 C01 & C50/ C01/ Newtown Campus/ 6 Wed, 10/9-11/13, 6:30-7:30 pm C50/ Lower Bucks Campus/ 6 Tue, 9/24-10/29; 10-11 am  
Approved Hours: 6

**Healthy Skincare and Makeup for Tweens and Teens (ages 12-16)**

Let your teen ask a licensed esthetician/professional makeup artist the questions he/she may have regarding skincare and products. Discover how to pamper your skin by using the right products as part of a daily routine. Learn more about the basic steps for simple skincare and the importance of selecting proper nature-based ingredients in skincare products and makeup. Emphasis will be placed on how to read labels and look for the “healthy ingredients in choosing your personal skincare and makeup regimen.” Tips and techniques for makeup application will be addressed. Students will learn how to apply makeup for a natural day and evening look.

*Barbara Strampello-Grabosky, Image Consultant, Licensed Esthetician.*

Newtown Campus/\$15 (plus \$5 material fee)/ RCHYC 2103 C01/ Sa, 9/21, 10 am-noon



Culinary

**Edible Art – Asian Fruit & Vegetable Carving** **NEW**

You too can turn an ordinary meal into a work of art! Discover simple techniques of Asian vegetable and fruit carving. You will learn the basics of proper knife sharpening and handling, and how to create beautiful garnishment for your plates or for a small centerpiece. The Japanese call it “Mukimono”. We call it “edible art”! *Zhiying Wu, A.A., CJB, assisted by Chef Earl Arrowood, CCC, CCE, AAC, M.Sc.*

Newtown Campus/ \$159 (plus \$25 materials fee payable to instructor)/ RCULI 4116 C01/ 4 Fri, 9/20-10/12; 6:15-9:15 pm  
Approved Hours: 12 (Act 48)

**Appetizers around the World** **NEW**

Get ready for holiday entertaining! Learn to prepare delectable, easy, and visually appealing appetizers from around the world. Feast on appetizers from Europe, Middle East and Asia, and even explore the world of Spanish and Mexican tapas. No cooking experience necessary as you discover simple, easy methods to prepare fun and delicious appetizers that will surely impress your guests. Fun to make for

your family too! These dishes may contain nuts essential for the preparation. *Gargi Seshadri, M.S.*

Newtown Campus/ \$129 (plus \$35 materials fee payable to instructor)/ RCULI 4117 C01/ 4 Fri, 10/25-11/15; 6:15-9:15 pm  
Approved Hours: 12 (Act 48)



**Wine De-Mystified!** **NEW**

Do you have a “nose” for wine? Use all of your senses as we guide you through this tasting experience. Explore wine’s history, and discover the simple joys of wine, without feeling intimidated. Learn how to hold a glass, read a wine label, serve the wine, and even which wine pairs well with particular foods. Learn about serving temperature, decanting and aeration. Discover the meaning of tannins and acids and how they influence and affect the tasting outcome. Must be 21 years of age. *Gary Rubin, B.A.*

Newtown Campus/ \$25 (plus \$10 materials fee payable to instructor)/ RCULI 3004 C01/ Fri, 12/6; 7-9 pm  
Approved Hours: 2 (Act 48)



## General Interest

### Technology Series

#### Blogging - Start a Blog That Matters

You too can be a blogger! Experienced blogger Gargi Seshadri will guide you through the basics of finding an ideal blog setting, and will help you set up an attractive blog that is right for you. Learn about blog hosting options, template designs, adding content and posting, adding images and video and marketing to your audience. Great for beginners who want to join the blogging world. Prerequisite: Basic file management knowledge and a good working knowledge of the internet. *Gargi Seshadri, M.S.*

ACT 48

Lower Bucks Campus/\$69 /RCOAP 1076 C50  
3 Th, 10/3-10/17; 6:30-8:30 pm  
Approved Hours: 6 (Act 48)

#### iPads® and iPhones® - what about those Apps?

NEW

Newtown Campus/3 Tu, 9/24-10/8, 6:30-8:30 pm  
See Zoomer Section Page 65 for full listing

#### WordPress for the Serious Blogger

NEW

Take blogging to the next level! Wordpress is a robust site that can be used to quickly create a high-profile weblog (blog.) Learn to turn your hobby, business, or intellectual expertise into a professional-looking blog with impressive features. With unlimited traffic, analytics, and plugins, this site will enable you to have the Blog you dream of! In this hands-on class you will gain confidence in designing a blogging site that will feature such things as blog posts, images, videos and links to other sites. Prerequisite: Blogging for Beginners (offered at Bucks County Community College) or other blogging experience, good working knowledge of file systems and/or Internet familiarity. *Gargi Seshadri, M.S.*

ACT 48

Newtown Campus/\$119/RCOAP 1077 C01  
5 Th, 10/24-12/5 (no class 10/31, 11/28); 6:30-8:30 pm  
Approved Hours: 10 (Act 48)

#### Twitter- Don't Be Left Out, Follow the Conversation!

NEW!

Newtown Campus/3 Wed, 10/16-10/30, 6:30-8:30 pm  
See Zoomer Section Page 65 for full listing

#### Instant Speed Reading

Increase your reading speed in just one class! Discover how to stop your eyes from fighting the reading process so you glide across the page without eyestrain. Get rid of the reading hang-ups that are slowing your reading experience. Whether for work or school, or you just want to catch up on summer reading, we will show you how to increase your reading speed while improving reading comprehension. This method was created by Dave Farrow, designated as Sony's speed reading spokesperson for the Sony Reader. *Wendy Richmond, B.S.*

Newtown Campus/RCEGN 1532 C01/ \$35  
Mon, 9/30, 6:30-9 pm  
Approved Hours: 2.5 (Act 48)

ACT 48

#### Unleash Your Brain: Increase Your Memory

Do you think you have a poor memory? Are you always forgetting where you left your car keys, or that one last item on your "to do" list? Or do you just want to stop forgetting why you walked into a room? Discover the system created by a Guinness Record holder for greatest Memory. Imagine how your friends, family, teachers, clients, co-workers or boss will react when they see that you can: easily recall names, dates and facts, effortlessly recall details from conversations exactly when you need them, and quickly learn foreign language vocabulary. In only one session, you will triple your memory, learn the secret to triggering your long term memory at will, and unleash perfect focus when you need it most. This system was featured on Live with Regis and Kelly, CNN, Fox News, The Today Show, Discovery Channel, and more. *Wendy Richmond, B.S.*

Newtown Campus/RCEGN 4203 C01/ \$35  
Tu, 10/1, 6:30-9 pm  
Approved Hours: 2.5 (Act 48)

ACT 48

#### Easybridge – an Introduction to Duplicate Bridge

NEW

"Bridge is the world's greatest game of the mind!" Do you like to have fun? meet new people? want to keep your brain sharp? Bridge is stimulating and challenging and provides the ideal setting for socializing with interesting people and making new friends. If you have never played before, this is the class for you. You will be playing bridge right from the first lesson. *Barbara Patterson, certified ACBL Instructor*

Newtown Campus/RCEGN 5012 C01/ \$89 (plus \$15 book fee payable to instructor)  
6 Wed, 9/25-10/30, 6-8 pm

#### Intermediate Duplicate Bridge


NEW

Intermediate Duplicate Bridge is designed for players looking to practice bridge and improve their game. Not designed for the absolute beginner, but for the intermediate or improving player, or the player getting back into the game after some time off. This will be an invaluable aid to anyone wanting to learn and understand SAYC, or anyone who simply knows the basics and is eager to fill in the missing pieces in their repertoire. This course gives basic introduction to the standard bidding conventions used on bridge websites as well as duplicate clubs. *Barbara Patterson, certified ACBL Instructor*

Newtown Campus/RCEGN 5013 C01/ \$79 (plus \$15 book fee payable to instructor)  
6 Wed, 9/25-10/30; 8:05-9:35 pm

## Archeology - Humanity Unearthed, Part 1

For centuries, humankind has asked, "Where do we come from?" While exploring human origins has been the subject of intense political and religious debate, the search for clues within the earth has only gone on for the past one hundred and fifty years or so. Join us as we explore the breakthroughs responsible for our modern interpretation of human origins. From an international hoax, unconventional characters and theories, to technological advances, we will investigate the history of many major paleoanthropological discoveries. From fossils to Darwin to Neanderthals and much more, you will discover this history through hands-on interaction with prehistoric artifacts, and cooperatively explore history through a lively exchange of ideas. *Matthew Bielecki, B.S., B.A.*

Newtown Campus/RCEGN 2127 C01/ \$85   
4 Wed, 9/25-10/16, 7-9 pm  
Approved Hours: 8 (Act 48)

## Choosing the Right Puppy or Dog for your Family

Please, please, can we get a new dog? There is so much to consider before selecting a pet for your family! Discover what to look for before deciding which breed and/or age would be best for you, including temperament, sociability, health needs and concerns, and the mental and physical exercise requirements that you and your new family member will require. Finally, explore where to acquire your new pet, and what questions to ask when choosing a breeder, store, or foster/adoption agency. *Regina and Devin Stier*

Newtown Campus/RCEGN 6320 C01/  
\$15 per person or \$25 per couple  
Sa, 12/7, 10 am-12 noon

## Puppy Training 101

Congratulations on the new puppy addition to your family! Now's the time to learn to effectively communicate with your new puppy, to start you on the path to a happy dog-family life. In an enclosed, safe indoors environment, your puppy will be kept almost entirely off-leash to maximize dog-dog play. This will help owners learn to calm and control their puppies when excited and distracted, and the play itself can be used as the ultimate reward for each short training interlude. Training will be done with positive reinforcement and lure/reward training. We will begin to progressively phase out the need for food lures and rewards, so your puppy will respond reliably whether you have food or not. Dog communication will be covered - canine-to-canine, canine-to-human and human-to-canine. Requirements: only puppies between 10 and 18 weeks of age at the start date of the class. They must have the first TWO rounds of DHLPP or DHPP (specifically Distemper and Parvo). The second round must have been administered after 8 weeks of age, but at least 5 to 7 days prior to the first session of class.

*Regina and Devin Stier*

Newtown Campus/RCEGN 6318 C01 & C02/  
C01/6 Sa, 9/21-11/16 (no class 10/5, 11/2, 11/9), 10-11 am  
C02/6 Sat, 1/11/14-2/15/14; 10-11 am

## Pet First Aid (Dog and Cat)

(adults only please)

Pet (dog and cat) first aid basics - learn what to do for your pet in most common emergencies. You will learn to stabilize your pet in an emergency, and then safely transfer them to your veterinarian for appropriate care. Discover the various toxins and other household hazards that can affect your pet, and learn how to deal with specific emergencies. You will receive a list of first aid kit essentials, and be told what you should look for in a premade pet emergency kit. *Dr. Dawn Filos, V.M.D.*

Newtown Campus/RCEGN 6319 C01/  
\$69 per person, \$125 per couple (plus \$9 materials fee payable to instructor, \$13 book fee)  
4 Th, 10/3-10/24, 6-8 pm

## Total Home Organization - Everything in its Place


Is clutter driving you crazy? Do you aspire to come home to an organized, modern home? In this course, we will explore practical and easy to implement solutions that will improve your home organization. Ideas for de-cluttering, cleaning, and storing will be explored room by room, as well as ideas for how to save money and time in the kitchen. Effective commercial products will be demonstrated as well as do-it-yourself ideas. You will leave this class with fresh ideas to make your home totally organized! *Jennifer Peters, M.A.*

Newtown Campus/RCEGN 6774 C01/ \$59 (plus \$11 text)/ 3 Sa, 9/28-10/12, 10 am-12 noon

## What's Happening in the World Current Events for the Curious

Every day we read and hear about the events that shape both our government and our world, but can these important issues be fully explained in a brief sound bite or article? Come participate in a friendly and unscripted discussion of the issues, events and people in the news today. While we'll focus on some general topics concerning American Politics, the Economy and World Events, the majority of the discussion will be student driven and come from the issues and topics each student wishes to discuss. *James Ronan, M.A.*

Newtown Campus/RCEGN 2126 C01/ \$129  
6 Mon, 10/7-11/11, 6:30-8:30 pm

Approved Hours: 12 (Act 48) 



### Home Repairs and Installations

Would you like to learn how to make accurate and safe repairs to your home? Let us show you the use and application of proper tools for all projects you have in mind. Four important areas of discussion will be Building, Electrical, Mechanical Equipment and Appliances, including exterior and interior systems. Discover the importance of Building and Electrical Codes, along with the proper maintenance and personal safety in your home. You will participate with classroom examples and demonstrations of actual installation and home repairs. You will be given the opportunity to join the instructor at a Home Center, to identify and discuss all materials and products that can be used for any home repair. *Rick Grillone, A.A., UCCL, EI*

Newtown Campus/\$195 (plus \$25 materials fee payable to instructor)/RCEGN 6959 C01

7 Wed, 9/25-11/6, 6-9 pm

Approved Hours: 21 (Act 48)



### Getting Paid to Talk: Making Money with Your Voice

Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Today, the range of voices hired has grown dramatically from the days of announcers. Learn what the pros look for, how to prepare, and where to find work in your area! We'll discuss industry pros and cons and play samples from working voice professionals. In addition, you'll have an opportunity to record a short professional script under the direction of our teacher.

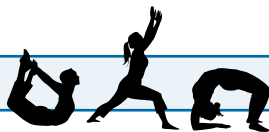
For a more detailed class description:

[www.voicecoaches.com/gppt](http://www.voicecoaches.com/gppt)

Newtown Campus/\$49/RSBEN 0004 C01

Thurs, 10/10, 6:30-9:00pm

## Health & Fitness



### Ballroom Dance – Dance Like the Stars!

#### Salsa

Sway those hips! Latin dancing is a romantic, sizzling, and fun way to connect with your dance partner. The Salsa will get you moving! Learn how to hold your partner, lead and follow steps, as you learn basic to intermediate combinations. Couples and singles are very welcome. *Margaret Menhardt*

Newtown Campus/ \$65 per person, \$125 per couple/ RFTNS 6043 C01/ 4 Thu, 10/3-10/24, 7-8 pm

### Popular Line Dancing



Line dancing is very popular at weddings and parties; join the fun! Even if you never danced before, you will find steps simple and fun to learn, a blast to perform with your friends, and it's a great workout. Join us to learn the Cha-cha Slide, Cupid Shuffle, Dances 'n Dimes, and the Chilly Cha-cha. Couples and singles are welcome. *Margaret Menhardt*

Newtown Campus/ \$65 per person, \$125 per couple/ RFTNS 6045 C01/ 4 Mon, 9/30-10/21, 7-8 pm

### Tai-Chi Chuan

The study of Tai-Chi is a beautiful way to relieve stress, and has been proven to promote a healthy mind and body. Learn the first 20 movements of the Yang Short Form, along with warm-up exercises that can be practiced anytime, anywhere. *David Briggs, A.A.*

Newtown Campus/ \$95/ RFTNS 0512 C01 & C02/ C01/8 Tu, 9/17-11/5, 7-8 pm

C02/8 Tu, 11/12-1/14 (no class 12/24, 12/31), 7-8 pm

### Yoga Relaxation and Fitness

Learn to soothe away your cares through breathing, meditation, stretching, poses, and more. The program will provide a gentle blend of the relaxation and physical aspects of Yoga. Discover your inner peace in this fast-paced world using specific breathing techniques designed to relieve stress. Students of all levels are welcome. Sign up for two days a week! Please bring a yoga mat (preferably) or a towel and wear comfortable clothing.

Newtown Campus/ \$65 (\$120 when registering for two sessions)/ RFTNS 0121 C01-C04/ 4:30-5:30 pm

C01/ 5 Mon, 9/23-10/21

C02/ 5 Wed, 9/25-10/23

C03/ 5 Mon, 10/28-11/25

C04/ 5 Wed, 10/30-12/4 (no class 11/27)

### ARC Lifeguard Training

Students will learn skills needed to attain American Red Cross Lifeguarding Certification. This will include water skills, classroom skills, CPR and AED certifications. Students must successfully complete all course requirements and pass both written and practical exams for certification.

#### Pre-Requisites:

**Must be 15 years old prior to the start of the class**

- 100 yards front crawl
- 100 yards breaststroke
- 100 yards elementary backstroke
- Tread water 2 minutes – legs only
- Timed retrieval of a weight from the bottom of the pool

*Jamie Bintliff*

Newtown Campus/ \$255/ PHPAH 1000 C01/

New Offering, Spring 2014



## Life &amp; Spirituality



### Weight Loss, The Easy and Natural Way

Lose weight easily by changing your “relationship” with food. Are you a “comfort eater”, do you make poor food choices, are you unmotivated to exercise or simply eat too much? This is NOT a diet. Hypnosis works by modifying attitudes and eliminating cravings at a subconscious level. It is safe and is as natural as daydreaming. *Philip Holder, Ph.D*

Newtown Campus/\$39 (plus \$25 materials fee payable to instructor)/

RHEAL 0047 C01/ Tu, 10/8, 6:30-9:30 pm

### Quit Smoking the Easy Way

“You can stop smoking” and usually without weight gain or withdrawal. Willpower to the mind is what adrenaline is to the body...good for short bursts but doesn't last. Hypnosis can reach the subconscious where habits, perceptions, emotions, etc. exist, helping you achieve your goal of a smoke-free life without the struggle, withdrawal, or weight gain. *Philip Holder, Ph.D*

Newtown Campus/\$39 (plus \$25 materials fee payable to instructor)/

RHEAL 0097 C01/ Tu, 12/10, 6:30-9:30 pm

### Meditation Made Easy

Meditation is often shrouded in mystery. It is actually a great way to manage stress, increase productivity, develop intuitive and creative powers, reenergize, and improve your quality of life. We will provide simple tools to help you meditate effectively on your own, to reach a deep state of meditation. This is a wonderful opportunity to acquire skills that can benefit you for a lifetime. *Philip Holder, Ph.D*

Newtown Campus/\$39 (plus \$45 materials fee payable to instructor)/

RHEAL 0046 C01/ Th, 11/17; 6-9pm

### Past Lives: The Theory and the Experience

Is it real or is it fantasy? Would you like to know if you are an old spirit, if you have lived a previous life or lives? In many cultures it is believed that our fears and anxieties, our talents and creative abilities, may have their roots in experiences from a previous life. By discovering our past experiences, and how they have led us to where we are now, we can better understand ourselves, our likes, our dislikes, our fears, our goals and our desires. During class, Dr. Holder will ask for volunteers who would like to experience a past life regression through hypnosis. Note: Please plan to arrive early as doors will be closed to avoid disruption. *Philip Holder, Ph.D.*

Newtown Campus/\$39 (plus \$25 materials fee payable to instructor)/

RHEAL 0032 C01/ Tu, 9/17, 6:30-9:30 pm

Approved Hours: 3 (Act 48)

### Accessing Your Intuitive and Creative Self

ACT 48

The answers to all of our questions are within us. Learn to overcome the problems and barriers you may be experiencing and discover your own truthful answers. Dr. Philip Holder has appeared in many magazines, on radio, and on television and can help you understand and perhaps experience this amazing phenomenon. *Philip Holder, Ph.D.*

Newtown Campus/\$39 (plus \$25 materials fee payable to instructor)/

RCEGN 6742 C01/ Tu, 11/19; 6:30-9:30 pm

### To Love, Honor and Cherish Thyself

NEW

The title says it all. When we marry we vow to “love, honor and cherish” our spouse, but what about ourselves? Many women are raised to value others before themselves. If you find yourself at a crossroads, perhaps newly separated, divorced, an empty nester, or in the stages of a career change, take this first step to empower yourself, and discover ways to “love, honor and cherish thyself.” *Rev. Sandy Rubin*

Newtown Campus/\$59/RHEAL 0206 C01/  
3 Wed, 10/9-10/23, 7-9 pm

### Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

Fine Arts, Crafts



**Digital Woodworking – Computer Controlled Routing with ShopBot®** **NEW**

What's all the excitement about ShopBot®? Come learn to use this amazing computer-aided drawing tool to precisely cut, carve, drill or machine all kinds of 2-dimensional designs. Using specialized software you will be able to design your parts on a computer. Then, like a robot, the computer will control cutters of your choice to create your parts. By precisely moving the cutter through material, you can accomplish difficult woodworking tasks and make engraved carvings. In this beginner's course, you will focus on working with wood, but the skills you learn can be applied to other media. *Janice Smith, M.F.A.*

Newtown Campus/\$299 (plus \$10 materials fee payable to instructor)/RFNRT 3319 C01  
8 Th, 9/19-11/14 (no class 10/31), 6:15-10:15 pm  
Approved Hours: 32 (Act 48)

**Stained Glass – Not Just For Windows** **ACT 48**

Let the light shine through! Learn the basic techniques of glass cutting, foiling, and soldering. Choose a pattern and make 1 or 2 complete projects to take home. *Dan Burstein*

Newtown Campus/ \$205 (plus \$90-100 materials fee payable to instructor)/ RFNRT 0408 C01/  
8 Fri, 9/20-11/8, 6-8:30 pm  
Approved Hours: 20 (Act 48)

**Stained Glass, Continued** **NEW**

Further your skills in glass cutting, foiling, and soldering. For students ready to move on to more complex projects. Choose a pattern and make 1 or 2 complete projects to take home. Students provide own tools, glass, and soldering iron. *Dan Burstein*

Newtown Campus/ \$205/ RFNRT 0449 C01/  
8 Fri, 9/20-11/8, 7:30-10 pm  
Approved Hours: 20 (Act 48)

**Sewing Holiday Crafts** **NEW**

(Ages 14 to adult)

Have you always admired those unique hand-crafted gifts created by talented crafters and sewers? The holidays will be here before you know it and you, too, can create beautiful one of a kind gifts and decorations even if you have no sewing experience! Stitch up simple gift bags and tags. Make beautiful Christmas stockings. Create unique table runners & placemats. You can even try your hand at stuffed animals or dolls! This course will guide you through simple sewing techniques with a sewing machine and needle & thread. We will create holiday crafts, gifts and decorations from fabric, ribbon and even dishtowels! Projects will be tailored to your sewing experience. Sewing machines may be available for check out from Continuing Education or bring your own. *Betsy Kruse, M.S.*

Newtown Campus/ \$79 (plus \$25 materials fee payable to instructor)/ RFNRT 5013 C01/  
4 Sa, 11/9-12/7 (no class 11/30), 9:30-11:30 am  
Approved Hours: 8 (Act 48)

**Oil Painting – Express Yourself**

Is your inner artist bursting to come forth? With individual attention, you will learn different methods of manipulating oil paints, basic drawing concepts, and develop your own style of painting. The creativity of beginning and more advanced students alike will be drawn out as you concentrate on color theory, color mixing, composition, and special problems in oil painting. Note: Bring whatever materials you have. *Larry Chestnut, B.A.*

Newtown Campus/ \$275/ RFNRT 2501 C01  
10 Th, 9/26-12/12 (no class 10/31, 11/28), 6:30-9:30 pm  
Approved Hours: 30 (Act 48)

**Sew Your Own Style – Home Decorator Sewing** **ACT 48**

Create your own unique home decorator items such as pillows, window treatments, bed covers, table linens, and even rag rugs. Learn basic machine and hand sewing techniques needed to create projects based on your own level of sewing experience and skill. Those with specific home decorator projects in mind may have to provide their own material and hardware. You may borrow a sewing machine, or you may bring your own to class. *Betsy Kruse, M.S.*

Newtown Campus/ \$149 (plus \$25 materials fee payable to instructor)/ RCEGN 6972 C01/  
6 Sa, 9/21-10/26, 10 am-12:30 pm  
Approved Hours: 15 (Act 48)

**iMovie For The Novice Filmmaker!** **NEW**

Feel like finally making a great movie instead of always talking about it? Transform ordinary home movies into captivating, professional looking films and trailers that are moving and fun to watch and share. iMovie includes powerful new tools that make it easy to adjust your audio and apply sophisticated special effects and graphics. Learn from a professional filmmaker, in a small, hands-on, class. Each student works at their own computer allowing for plenty of one-on-one support. Everyone can learn at their own pace. *Andrea Odezynska, M.F.A.*

Newtown Campus/ \$159 / RCOAP 6027 C01/  
5 Mon, 9/30-10/28, 6:30-9:30 pm  
Approved Hours: 15 (Act 48)

**Digital Photography - Catching that Perfect Shot**

Photography is much more than point and click. Let freelance photographer Tom DeLorenzo give you an in-depth look at camera operations, basic photographic technique, and image composition, to help you elevate your photographs from ordinary to extraordinary. Every other class includes field trips, weather permitting, to practice the skills you have learned. Please bring digital camera, flash drive, and operations manual to all classes. *Thomas DeLorenzo, A.A.*

Newtown Campus/ \$135/ RFNRT 2572 C01/  
7 Tu, 10/1-11/12; 7-9 pm  
Approved Hours: 14 (Act 48)

**Photo Shoots for Fun or Profit** 

Learn the ins and outs of a location portrait photo shoot from onset to the finished print. Advertising and entertainment photographer Tom DeLorenzo will guide you through the process of selecting locations, wardrobe, styling, lens choice, lighting, and setting the mood. You will complete 2 informal portrait projects taking you from the idea to the finished print, including interior and/or exterior location portraits. You will explore depth-of-field control and motion/panning techniques, on-camera flash synchronization, and image processing and printing through Photoshop. Pre-requisite: Beginners Portraiture or instructor's pre-evaluation is suggested. Please bring digital camera and instruction manual, on-camera flash and instruction manual, capture media and photo paper of choice to classes. *Thomas DeLorenzo, A.A.*

Newtown Campus/ \$ 239/ RFNRT 2574 C01/

8 Sa, 9/28-11/16, 9:30 am-12:30 pm

Approved Hours: 24 (Act 48)

**Watercolor – Awash with Color**

This course is for the beginner to advanced watercolor artist who wants to achieve sparkling highlights and luscious wet washes in this transparent, luminous medium. Students are encouraged to bring their own photographic reference materials. Emphasis will be on promoting creativity and the realization of the artist's vision. A materials list will be mailed prior to class. *Gail Bracegirdle, B.F.A.*

Newtown Campus/ \$129 (plus approx. \$120 for materials)/ RFNRT 2522 C01/4 Tue 10/1-10/22, 6:30-9:30 pm

Approved Hours: 12 (Act 48)

**Upper Bucks Art Series****iPhones® and Androids®**   
**How to get the most from the camera on your phone!**

Learn valuable techniques to improve your photography, investigate new mobile apps for creative inspiration, and learn how to alter photos on your mobile devices for quick & stunning improvements. Then test your newly acquired skills in the classroom setting. Please bring your camera cell phone to class. *Jodie Smola, M.A.*

Upper Bucks Campus/ \$25/ RFNRT 2578 C70/

Sa, 10/26, 10 am-noon

Approved Hours: 2 (Act 48)

**Black and White Photography**   
**in the Digital Age**

Learn to navigate the most popular black & white photography software, so that you can select the best program for your photographic vision. Student should have understanding of black and white photography, and be comfortable using a computer. *Jodie Smola, M.A.*

Upper Bucks Campus/ \$39/ RFNRT 2576 C70/

2 Sat, 10/5-10/12, 10 am-noon

Approved Hours: 4 (Act 48)

**Taking Your Camera Out of**   
**Automatic**

Anyone can point and click. You can learn to do more! In just a short time, you will learn how to use your camera in manual, including the use of aperture, shutter, and ISO settings. Please bring camera with manual settings to class. *Jodie Smola, M.A.*

Upper Bucks Campus/ \$59/ RFNRT 2577 C70/

2 Sa, 9/21-9/28, 9:30 am-12:30 pm

Approved Hours: 6 (Act 48)

**Painting from Photographs**

Turn your favorite photos into paintings! Create beautiful works of art using the media of your choice: pastel, watercolor, acrylic or oils. Choose your own subject matter from your photo collection: take a photo of a favorite place, person, or possession and learn how to turn it into your own masterpiece. Have fun while learning in an open studio workshop atmosphere. Please bring art supplies to class. *Ann Woolsey*

Upper Bucks Campus/ \$179/ RFNRT 2570 C70/

8 Wed, 9/25-11/13, 6-9 pm

Approved Hours: 24 (Act 48)

**Pastels**

Upper Bucks Campus/ 6 Wed, 10/2-11/6, 12-2 pm

Please see Zoomer Section 65 for complete listing

### Music

#### Guitar for the Adult Beginner

The less experienced you are the better! Learn to play chords and simple strumming patterns as well as easy blues scales and get started playing the guitar. In just six weeks you will learn how to play some simple songs such as “Back In Black” by AC/DC, “Bad Moon Rising” by CCR, or “Iron Man” by Black Sabbath. No experience reading music necessary! Must provide own guitar. *Don Leffler, B.M.*

Newtown Campus/ \$95/ RMUSC 1163 C01/  
6 Mon, 9/23-10/28, 6:30-7:30 pm  
Approved Hours: 6 (Act 48)



#### Guitar for the Adult Beginner, continued

This course picks up where “Guitar for the Adult Beginner” leaves off. It’s still a class for the beginner and is open to anyone. This class is ideal for returning students as well as those that feel they are not an absolute beginner but not ready for anything too intense. Minimal experience is required. Completion of “Guitar for the Adult Beginner” is not mandatory. Must provide own guitar. *Don Leffler, B.M.*

Newtown Campus/ \$95/ RMUSC 1173/ C01/  
6 Mon, 11/4-12/9, 6:30-7:30 pm  
Approved Hours: 6 (Act 48)



#### Fingerpicking Guitar for the Adult Beginner

Might you be the next James Taylor? You have to start somewhere! Discover the “PIMA” method of fingerpicking guitar, along with simple chords, so that in a short time you will be able to play simple songs, such as “Blackbird” by the Beatles. You will even gain the confidence to write your own easy songs using chords and finger patterns. *Don Leffler, B.M.*

Newtown Campus/\$95/RMUSC 1186 C01  
6 Mon, 9/23-10/28, 7:45-8:45 pm  
Approved Hours: 6 (Act 48)



#### Harp Therapy

Research indicates that music, most especially harp music, has a positive effect on the body, mind and emotions. A music background, while helpful, is not necessary. More important is your desire to play beautiful music on a beautiful instrument. Harps are available for rent or purchase. Please call Bedside Harp directly at 215-752-7599 to arrange for an instrument prior to the first class. Classes are kept small to assure individualized attention. Enrollment is limited to 6 students per section. There is a one-time \$125 materials fee for new students which includes text, music and handouts. *Edie Elkan, B.A.*

All sessions will be held at Bedside Harp, 6318 Neshaminy Valley Drive, Bensalem, PA / \$399 (plus \$125 materials fee payable to instructor)/ Contact Bedside Harp for times and dates. Approved Hours: 8 (Act 48)



#### Learn to Play the Folk Harp for Your Own Healing

RMUSC 1130 CA1

#### Learn to Play the Folk Harp Beginner Level II

RMUSC 1131 CA1

#### Learn to Play the Folk Harp - Intermediate

RMUSC 1135 CA1



#### Classical Music: Listening with Confidence

Please see description in Zoomer Section page 65  
6 Wed, 10/16-11/20, 6:30-8:30 pm

#### The Passion of Opera

Please see description in Zoomer Section page 65  
3 Wed, 9/25-10/9, 6:30-8:30 pm



### Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

#### Private Music Lessons

Private instruction is offered by special arrangement with the Music Faculty. For registration and/or information, please call **215-968-8409 (Option #1)**. The following lessons are available through continuing education:

##### Newtown Campus Fees:

- Six half-hour lessons \$210
- Six 45 min. lessons \$290
- Six one-hour lessons \$400
- Twelve half-hour lessons \$420
- Twelve 45 min. lessons \$580
- Twelve one hour lessons \$800

#### Classes for the following instruments


- Banjo
- Clarinet
- Flute
- Guitar
- Oboe
- Piano
- Saxophone
- Percussion
- Violin
- Voice

## Zoomers - Adults - Age 50+

**Getting started with Your Digital Camera** 

Do you own a DSLR (Digital Single-Lens Reflex) camera or an advanced Point and Shoot camera (those with full manual controls), but aren't really sure how to operate it? Learn basic digital photography theory and how to set the controls on your camera so that you are able to intelligently use the camera under most lighting conditions. Note: this course is not for those who own a basic point and shoot camera, as there are no user controls available. *James J. Grimes, M.Ed.*

Newtown Campus/ \$19 / RFNRT 8015 C01/  
Mon, 9/30, 1-4 pm


Approved Hours: 3 (Act 48) 

**Classical Mythology** 

Muse for a moment about how much our western cultural environment is enlivened with references to the mythical creations of ancient Greece and Rome. It will not take the labors of Hercules to discover real excitement here. Why do we act the way we do? Why do things happen the way they do? Surprisingly common, but sometimes arcane, mythical conceptions are our awakening civilization's delightful answers to those questions. *Will Bowers, M.A.*

Morrisville Presbyterian Church/ \$79 (includes text)/ RCEGN 8380 CA1/

10 Tu, 9/10-11/19 (no class 11/5), 9/12-11/14,  
10 am-12 noon

Approved Hours: 20 (Act 48) 

**The Comedies of Plautus** 

If your only thoughts about Latin stop after a few simple verb forms or a bit of Caesar's history of his campaign in Gaul, you will be pleasantly surprised to find that the plays written by Plautus, a contemporary of Caesar, had his audiences rolling in the aisles, figuratively speaking. Our own Broadway theater system has its roots in Plautus and is still using his material. Funny things did happen on the way to the forum! (They still do.) But have no fear, we will read all about it in English. *Will Bowers, M.A.*

Morrisville Presbyterian Church/ \$79 (includes text) / RCEGN 8381 CA1/


10 Th, 9/12-11/14, 10 am-12 noon

Approved Hours: 20 (Act 48) 

**Class, Gender, and Conspicuous Consumption: Edith Wharton's HOUSE OF MIRTH** 

Follow American novelist Edith Wharton as she dissects the glitter of New York society, at home and abroad, to reveal powerful stories of individuals caught up in the virulent class war, savage financial competition, and heartless marriage market of The Gilded Age. Bear witness to the brave but doomed Lily Bart in Edith Wharton's great novel, THE HOUSE OF MIRTH, as she fights to retain her identity without losing her place in New York's rigid social structure. *JoEllen Winters, M.A.*


Pennswood Village/ \$79 (includes text) / RCEGN 8382 CA1/  
7 Mon, 9/16-10/28, 10 am-12 noon

Approved Hours: 14 (Act 48) 

**Classical Music: Listening with Confidence**

Are you ready for a joyful romp through the evolution of Western Art Music (commonly called "Classical" music)? We'll listen to and discuss examples from the Gregorian chants of the Middle Ages to the minimalist operas of the Twentieth century. Emphasis will be placed on memorable works of each stylistic period and the innovative composers who initiated transformations in musical style. What do you listen for when you listen to music? Join us as we learn about melody, harmony, rhythm, form, genre, instruments and more, and see why music is called the universal language. *Margaret Montet, M.M., M.L.S.*


Newtown Campus/ \$69 / RMUSC 8002 C01/  
6 Wed, 10/16-11/20, 6:30-8:30 pm

Approved Hours: 12 (Act 48) 

**The Passion of Opera**

Attending an opera performance can be a transformative experience. Since the Renaissance, composers have been combining music, acting, storytelling, costumes, and scenery with symbolism, mythology and history to create a comprehensive musical experience. Explore the history of opera and discover the innovators of the art form such as Gluck, Mozart, Verdi, Puccini, Bizet, and Wagner. Learn how to locate, select, and prepare for your own opera experience. *Margaret Montet, M.M., M.L.S.*


Newtown Campus / \$39/ RMUSC 8003 C01/  
3 Wed, 9/25-10/9, 6:30-8:30 pm

Approved Hours: 6 (Act 48) 

**Memoirs: Let's Get your Story Written!**

Have you experienced a meaningful friendship worth remembering? Have you endured a tragedy or dark period that was difficult, but from which you emerged triumphant and stronger? Have you been part of a historic or meaningful event? Whatever your story, you've thought about writing down this material for posterity – you have a great story to tell - in fact, we all do! Now's the chance - from ideas to organization to grammar and style, come let us help you get your story written! Please bring notebook and pen or pencil to class. *Susan Van Dongen-Grigsby, B.A.*


Newtown Campus/\$49/RCEGN 8257 C01/  
4 Tu, 11/12-12/10 (no class 11/26), 1-3 pm

Approved Hours: 8 (Act 48) 

**Pastels**

Experience the drama and excitement of pastel as you create a different painting each week. The use of hard, medium, and soft pastels will be introduced on various grounds – color theory will be stressed as well as composition and light source, working from still life setups or instructor's photographs. Approx. \$85 for new materials, a list will be provided. *Joan Feiss, A.A.*

Upper Bucks Campus/\$69/RFNRT 8010 C70  
6 Wed, 10/2-11/6, 12-2 pm

Approved Hours: 12 (Act 48) 



### Intro to Medicare 101

The Medicare process can be extremely confusing, and getting onto the right Medicare plan can be a daunting task. It doesn't have to be that way. For those people turning 65 in the next 6 months, we discuss how Medicare works, dissect all options, & review a real life example of the Rx "donut hole." For those currently on a Medicare Plan, we review in detail several ways to substantially save on your Medicare Insurance. *Allen Heffler, Pres., MyMedicareAdvisor*

\$19/RCEGN 8082 C01 & C70  
 Newtown Campus/ C01/ Mon, 9/30, 6-8 pm  
 Upper Bucks Campus/C70/ Wed, 9/25, 6-8 pm

### Antiques and Collectibles: An Introduction to Evaluating, Appraising, and Establishing Value

Come discover evaluation and appraisal techniques which you can use for personal, legal or insurance purposes. Learn the proper way to investigate and establish value of antiques and collectibles. Then have fun practicing what you have learned as you participate in a "Mock Road Show Event" within the classroom setting. Please bring one item for appraisal. *Daniel Worden, M.S.*

Newtown Campus /\$15/RCEGN 8090 C01  
 Thu, 10/10, 6-9 pm

### Canasta

Socialize and have fun while you play this easy card game. With instruction, you can learn to play quickly, even if you have never played cards before! It can be played with 2-4 players, individually or in pairs. Canasta is a variation of rummy, and with millions of players, is one of the most widely played card games in the country. Enrollment is limited to ensure a successful learning experience. *Neilia Makadok, B.S.*

Newtown Campus/ \$25 (plus \$2 materials fee payable to instructor)/ RCEGN 8650 C01/ Wed 10/2, 6-9 pm

### Mah Jongg

Mah Jongg originated in China about 2000 years ago and is an exciting, engaging and fun game using tiles to form hands, much like rummy. You will learn to play the American version, using The National Mah Jongg League rules and card. Let an experienced educator explain the basics in simple terms including setting up, dealing, picking hands, etc., and guide you as you play, learn and enjoy your new skill. Enrollment is limited to ensure a successful learning experience. *Neilia Makadok, B.S.*

Newtown Campus/ \$79 (plus \$8 materials fee payable to instructor)/ RCEGN 8652 C01/  
 3 Wed, 10/9-10/23, 6-9 pm

### AARP - Driver Safety Program

This eight-hour classroom course is designed especially for motorists age 50 or older. It covers normal changes in vision, hearing and reaction time, and provides practical techniques to compensate for these changes. The program fosters safer driving practices, continued mobility, and a discount in auto insurance in a majority of states. Please note the fee for the Driver safety program will be \$12 for AARP members, AARP ID required, and \$14 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED. *Timothy Aufmuth*

\$0 / RCEGN 8050 C01-C50/  
 Newtown Campus/ C01/ Sa, 10/18, 8:30 am-4:30 pm  
 Lower Bucks Campus/ C50/ Sa, 11/1, 8:30 am-4:30 pm

### AARP - Driver Safety Program Refresher Class

This is a four-hour refresher course only. You must provide certificate from previous class or a letter from insurance company, or an auto insurance bill indicating driver safety program deduction. Please note the fee for the Driver Safety program will be \$12 for AARP members, AARP ID required, and \$14 for non-members, CHECK OR MONEY ORDER TO AARP – NO CASH WILL BE ACCEPTED. *Atty VanHamel*

Newtown Campus/\$0/ RCEGN 8052 C01-C02/  
 C01/Sa, 10/5, 8 am-12 noon  
 C02/ Sa, 11/2, 8 am-12 noon

## Ordering Textbooks

Texts required for Continuing Education courses may be ordered from the BCCC Bookstore ([www.bucks.edu/bookstore/](http://www.bucks.edu/bookstore/) 215-968-8459) or from a vendor of your choice.




## Zoomers Computer Series

Do you want to learn or improve computer skills, but have been hesitant to take the plunge? This series is designed for adults ages 50+, teaching at your level, at your speed, and addressing issues that we all face in this fast-paced technological world! You too can be "Tech Savvy"!


### Windows 8 for Beginners

Windows 8 is vastly different from Windows 7! If you have just gotten a new computer, and it comes loaded with the Windows 8 operating system, you may find it very confusing. In this course we will explore how Windows 8 works and we'll help you maneuver around effortlessly as you discover new terms, and the new look and feel of this newest version of the operating system. We'll help you get used to the environment, and show you how to access desktop applications, move from the internet to your desktop and back, and how to access your mail service. In this hands-on class you will gain a sense of empowerment as you learn to juggle tasks in this new system. No prerequisites necessary for this class. *Gargi Seshadri, M.S.*

Newtown Campus/\$49/ RCOZY 8031 C01/  
4 Tu, 9/24-10/15, 10 am-12 noon  
Approved Hours: 8 (Act 48) 


### Where Did My File Go? Understanding File Management

Okay, now you know how to turn on your computer, let's take the next step! Learn how to search for files, open and save them, copy and move them, and download them from specific locations. No prior computer class required. This class is a prerequisite for MS Office classes offered in our Zoomer Computer Series, unless you can demonstrate knowledge of basic file management. *Gargi Seshadri, M.S.*

Newtown Campus/\$89/ RCOZY 8030 C01/  
5 Tu, 10/22-11/19, 9 am-12 noon  
Approved Hours: 15 (Act 48) 


### I Have a Mac Computer – Help! An Introduction to Macintosh Os 10 Lion

Many of you have a Macintosh computer, and find it difficult to learn to navigate in this useful system. This course will show you how to work proficiently in the Mac OSX environment by managing files, customizing your work environment, and creating files using applications. Must know how to turn on a computer and operate a computer mouse before taking this class. *Andrea Odezynska, M.F.A.*

Newtown Campus/\$85 (includes text)/  
RCOSY 8025 C01/ 3 Th, 10/10-10/24, 9 am-noon  
Approved Hours: 9 (Act 48) 


### iPads® and iPhones® - what about those Apps?

iPads and iPhones have changed the way people communicate, and affected the ways we interface with the world and organize our lives. Whether you own an iPad or iPhone, or are considering getting one, we'll show you the ins and outs about these amazing devices, what you can do, and what they can do for you. You'll learn about device settings and special terminology, and learn how to find and download new applications ("apps") that will make your life a breeze. You'll discover wonderful apps for things such as photography, news and weather, fitness and nutrition, travel, movies, books and magazines, and much more. Please bring your device to class. *Margaret Montet, M.M., M. L.S.*

Newtown Campus/\$39/RCOAP 8044 C01/  
3 Wed, 11/6-11/20, 6:30-8:30 pm  
Approved Hours: 6 (Act 48) 


### Social Media – Making the Connection

Learn to navigate popular social media sites such as Twitter, Facebook, Blogger, and Pinterest! With social media you can communicate with friends and family, share photos and videos, learn about breaking news as it happens, interact with innovators in a field or your favorite movie star, wake up your inner memoirist, share recipes with cooks around the world, and much, much more. We'll explore resources to enhance your social media experience, and where to go for more information. Social media is here to stay, and it just keeps getting more interesting! Students should be comfortable using the internet, have an email account and know how to use it, and come to class with an open mind. *Margaret Montet, M.S., M.L.S.*

Newtown Campus/ \$39/ RCOAP 8042 C01/  
3 Wed, 9/25-10/9, 6:30-8:30 pm  
Approved Hours: 6 (Act 48) 


### Microsoft Word 2013

Whether for home or the office, learn to use Microsoft Word to prepare documents for business or personal use. Learn to navigate through the program easily, discover some basic editing tools, and much more - even learn to insert pictures and stylistic elements into the Word document. You too can use this powerful tool! (Prerequisite: Computers for the Terrified or Where did my File Go?, or be comfortable using a computer including managing and working with files.) *Gargi Seshadri, M.S.*

Newtown Campus/\$99 (includes text and CD)/  
RCOAP 8011 C01/ 4 Mon, 9/23-10/14, 9 am-12 noon  
Approved Hours: 12 (Act 48) 

### Microsoft Excel 2010

MS Excel is software that will allow you to create spreadsheets to manage data for your personal or business needs. Learn to manipulate data and figures, and perform calculations to manage your accounting or financial needs. You will learn beginning to intermediate concepts, helping you to feel confident in creating professional looking spreadsheets. (Prerequisite: Computers for the Terrified or Where did my File Go?, or be comfortable using a computer including managing and working with files.) *Gargi Seshadri, M.S.*

Newtown Campus/\$125 (includes text and CD)/  
RCOAP 8014 C01/ 6 Mon, 10/21-11/25, 9 am-12 noon  
Approved Hours: 18 (Act 48) 

Test Preparation



**College Entrance Boards Tutoring Course (SAT/PSAT)**

Newtown Campus/ \$259 (plus text)/ ATEST 1502  
 C01/ 8 Sa, 9/7/13-10/26/13, 9 am-12:30 pm  
 C02/ 8 Sa, 11/2/13-1/4/14, 9 am-12:30 pm (no class 11/30)  
 C03/ 8 Sa, 1/11/14-3/1/14, 9 am-12:30 pm  
 C04/ 8 Sa, 3/8/14-3/22/14, 9 am-12:30 pm;  
 3/29/14-4/26/14, 9 am-1:30 (no class 4/19)

**Graduate Record Exam Preparation Course (GRE) *SDavid Gelb***

Newtown Campus/ \$259 (plus text)/ ATEST 1521  
 C01/ 8 Sa, 9/7/13-10/26/13, 1:30-4:30 pm  
 C02/ 8 Sa, 1/11/14-3/1/14, 1:30-4:30 pm

**Law School Admission Test (LSAT) Preparation Course**

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills.

Online/ \$95 / ETEST 1522 / Part 1  
 Online/ \$95 / ETEST 1523/ Part 2

See page 6 for dates.



**GMAT Preparation**

Applying to graduate business and management schools usually means taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types.

Online/ \$95/ ETEST 0030

See page 6 for dates.



**IBT TOEFL Test Preparation**

Adv. English skills and practice tests for TOEFL test \$375 (includes text)/ ATEST 2502 C01 & C50  
 Mon & Wed, Sept. 16-Dec. 9 (no class 11/27)  
 C01/Newtown Campus/7-9 pm  
 C50/Lower Bucks Campus/10 am-noon

**GED® Test Preparation – FREE**

The GED® is changing in January 2014! Pass your test before the changes take place – the changes are going to make passing the GED® test even more challenging. Free GED® Test Preparation Classes are available at Bucks County Community College’s Lower and Upper Bucks Campuses. Classes cover the academic knowledge needed to pass the five GED® test subjects: reading, writing, mathematics, social studies, and science. Our comprehensive classes strengthen your communication, information processing, problem solving and critical thinking skills as well – necessary skills for success in the workplace and in life in general. The General Education Development (GED®) credential, earned by passing the GED® tests, is nationally recognized by U.S employers, colleges, and universities. Classes are free to Pennsylvania residents 18 years of age and older. Funding is provided through the Pennsylvania Department of Education.

**For more information, please call:  
 Eunice Rush-Day, 215-258-7741**

**PAPA (Pre-service Academic Performance Assessment) Prep - Math**

This course will prepare Education majors for the PAPA Math exam that is required for all education majors to begin their Junior year. (8 hours)

*Alison M. Schnaudt*

Newtown Campus/ \$49/ ATEST 1536 C01/  
 4 Thurs, 9/5-9/26 7-9 pm

**PAPA (Pre-service Academic Performance Assessment) Prep - Reading & Writing**

This course will prepare Education majors for the PAPA Reading & Writing exam that is required for all education majors to begin their Junior year. (8 hours)

*Alison M. Schnaudt*

Newtown Campus/ \$49/ ATEST 1537 C01/  
 4 Tues, 9/3-9/24, 7-9 pm

Register Online!

For on-line registration please go to the following website: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)  
 This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

## For Your Information

### • Continuing Education Programs

All courses are for individuals, ages 16 or older. There are certain programs that are for the younger set. They are noted in this Catalog.

### • Tax Deduction

You can receive a tax deduction for all expenses of continuing management education (including registration fees, travel, meals and lodging) undertaken to maintain and improve professional skills. (Treasury Registration 1-625 Coughlin vs. Commissioner, 203F2d307).

### • Lifetime Learning Credit

For those beyond the first two years of college, or taking classes part-time to improve or upgrade their job skills, the family will receive a 20% tax credit for the first \$10,000. The credit is available for net tuition and fees (less grant aid) paid for post-secondary enrollment after June 30, 1998. The credit is available on a per-taxpayer (family) basis. For further information, please consult your tax advisor or visit <http://www.ed.gov/offices/OPE/PPI/HOPE>.

### • Employer Tuition Assistance

Your organization may encourage furthering your education by including full or partial tuition assistance for credit and non-credit courses in your benefit package. Check with your Personnel Office today.

### • Course Changes/Cancellations

Bucks County Community College reserves the right to cancel a course entirely or to change its time, location or instructor. In the event a course for which you have registered is cancelled, you will be notified. If you are unable to substitute a suitable replacement for a cancelled course, you will be refunded all tuition and fees you have paid for the course.

### • Verification of Enrollment

A parking permit will be sent to registrants before class begins. This mailing will include your enrollment confirmation and textbook or materials information. Please feel free to call us at 215-968-8409.

### • Emergency Closing

We may at times be forced to cancel classes. The most up-to-date information will be available on the college's website at [www.bucks.edu](http://www.bucks.edu). You can also register for BCCC emergency alert system which will send urgent notifications regarding Campus activities to your cell phone and/or email at <http://www.e2campus.com/my/bucks/signup.htm>. Calls may also be made to the Continuing Education Office (215-968-8409). Information will be provided on the status of our classes. Rescheduling, if necessary, will be done as soon as possible.

### • Continuing Education Units

Continuing Education Units (CEUs) are offered for selected courses and are valuable for individuals wishing to demonstrate their participation in educational pursuits beyond or outside of a degree program. One CEU is equal to ten contact hours of participation in continuing education. Upon completion of courses granting CEUs, participants may receive a statement of CEUs earned. These are permanently recorded with the Continuing Education Office. Continuing Education Units do not apply toward degree programs or graduation.

### • Staff Waivers

The College and the Continuing Education Department reserves the right to limit the number of waived registrations it accepts in its classes. In some instances, faculty and staff will be required to pay, in addition to class materials, the percentage of tuition owed to third parties who have entered into a partnership or agreement with the College.

### • Senior Citizen Policy

Adults who are 65 and over and Bucks County residents, may attend Certificate and Computer classes at 50% off the stated fee, plus books/materials fees. Please call for appropriate books/materials costs before registering. Due to the demand for these classes, we can only permit two seniors per class at this discount.

Seniors may attend all other non-credit classes free of charge on a space-available basis. Note: ed2go, LERN, Harp & Hypnotherapy & related classes, online construction classes, ProTrain, Gatlin, trips, and Zoomers courses are exempt from this policy. **Senior Citizen registration will begin one week prior to the start date of each class.**

You will receive a course confirmation upon registration. However, if the class fills (with the exception of computer classes), you will be called and given the option to either pay for the class or to withdraw. Please note that it is the student's responsibility to pay materials and book fees. Please use registration form and check box regarding senior citizen status.

### • Refund Policy

There is a \$25 non-refundable withdrawal charge if you cancel your enrollment in a course with a fee of \$50 or more; \$5 for courses less than \$50. The following conditions apply to refunds:

1. For All Courses: 100% refund (less withdrawal charge) when you notify the Continuing Education Office at least five (5) working days prior to the course starting date. No refund after this time.
2. For Camps: There is a \$25 non-refundable fee for any cancellation. Refunds (less \$25) will be made ONLY when you notify the Continuing Education Office AT LEAST SEVEN (7) DAYS before the first day of camp.
3. For Trips: Refund policies vary; please call the Continuing Education Office.
4. Ed2Go, Protrain, Gatlin and online construction courses: policies vary. Please call for details.

**If you have paid by check, your refund will arrive in three weeks. Visa, MasterCard, American Express or Discover payments will be credited to your account.**

**If you are not completely satisfied with our program, please contact the Director of Continuing Education, Maryann Brennan at 215-968-8104.**

**If you have a question concerning your evening/weekend class after 4:30 pm, please call the Student Service Center at 215-968-8081.**

# How To Register

## Register Online: [www.bucks.edu/howtoregister](http://www.bucks.edu/howtoregister)

This secure on-line registration is for credit card registration only. Once your registration is processed, you will receive a confirmation letter. If the class is full, call the office and add your name to the wait list.

### Other registration options:

#### FAX

For 24 hour service, you can FAX your registration form anytime! FAX to 215-968-8320, and be sure to provide all the registration information. Be sure to include your Visa, MasterCard, American Express or Discover card number, expiration date and security code.

#### Walk-In

Come in person (8 am-4 pm) to:  
Bucks County Community College,  
Continuing Education Office, Cottage 3,  
275 Swamp Road, Newtown, PA.

Walk-in registrants are advised to call the Continuing Education Office prior to coming to inquire about seat availability.

#### Mail-In

Mail form with payment to:

Bucks County Community College,  
Continuing Education Office,  
275 Swamp Road,  
Newtown, PA 18940

A cancelled check serves as receipt of payment. You will receive a parking permit through the mail.

#### Phone-In

No forms, no lines, call 215-968-8409 - Option 1, Monday-Friday, 8 am-4:30 pm and charge the fee to your VISA, MasterCard, American Express or Discover Card. After hours please leave a message on our voice mail. Note: Payment is due at time of registration. Do not include materials fees.

## Regional Sites

- Bucks County Community College  
Upper Bucks Campus  
One Hillendale Drive  
Perkasie, PA 18944  
215-258-7741
- Bucks County Community College  
Lower Bucks Campus  
1304 Veterans Highway  
Bristol, PA 19007  
267-685-4800
- Green Jobs Academy  
310 George Patterson Blvd.  
Suite 108  
Bristol, Pennsylvania 19007
- First Presbyterian Church of Morrisville  
771 N. Pennsylvania Ave.  
Morrisville, PA 19067  
215-295-4191
- Pennswood Village  
1382 Newtown-Langhorne Rd.  
Newtown, PA 18940  
215-968-9110

# Registration Form For Non-Credit Courses - Fall 2013

## Please Print

Name \_\_\_\_\_  
 Home Address \_\_\_\_\_ Birth Date \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Business Address \_\_\_\_\_

Check if new address

Email address\* \_\_\_\_\_

\*May we email you information about new and special programs? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a returning student or is this your first class at Bucks? \_\_\_\_\_ New \_\_\_\_\_ Returning

How did you hear about the course (s)?  
 \_\_\_\_\_ BCCC brochure \_\_\_\_\_ BCCC Web site  
 \_\_\_\_\_ Newspaper \_\_\_\_\_ Friend/Relative  
 \_\_\_\_\_ TV/Radio \_\_\_\_\_ Other \_\_\_\_\_

Are you taking this course at the request of your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you anticipate being reimbursed by your employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please enter key code found in the box on the back cover of the brochure. \_\_\_\_\_

Registrant Signature \_\_\_\_\_

Senior Citizen

If you need disability-related accommodations, please call 215-968-8463, at least one week in advance to the start of class.

Course No.	Course Title	Section	Start Date	Fee
<b>Do not include materials fees with the registration payment!</b>				<b>Total</b>

Student I.D.# \_\_\_\_\_

Check No. \_\_\_\_\_ Check issued by \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Security Code \_\_\_\_\_

See refund policy on **page 69**.  
 Make checks payable to: Bucks County Community College  
 Return to: Bucks County Community College  
 Continuing Education  
 275 Swamp Road,  
 Newtown, PA 18940

Bucks County Community College is committed to providing equal education and employment opportunities. This encompasses persons in legally-protected classifications in regard to race, color, national origin, sex, handicap, sexual orientation, age, religion, disabilities, and military veterans. The college provides reasonable accommodations for persons with disabilities in accordance with the Americans With Disabilities Act (ADA). Please call the Campus Coordinator for Equal Employment Opportunity in advance to request or clarify accommodations or to address issues concerning equal opportunities at 215-968-8090. The EEO Office is located in Room 130, Tyler Hall.

The Security Information Report required by the College and the University Security Information Act of Pennsylvania and the Student Right-To-Know and Campus Security Act of the Federal Government is available at the Office of Security and Safety and other campus locations as well as on the website. Campus Security statistics required by the College and University Security Information Act of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of the Federal government are available at the Office of Security and Safety and other campus locations. Report all emergencies, medical and otherwise, to 215-968-8395.



**Bucks County Community College**  
Continuing Education, Workforce Development, Public Safety  
275 Swamp Road · Newtown, PA 18940  
215.968.8409 · [www.bucks.edu/con-ed-courses](http://www.bucks.edu/con-ed-courses)

## Continuing Education Workforce Development Public Safety

Whatever Your Path, Take the Next Step Here...

### Ready When You Are

Part Time · Evening · Day · Weekend · Online · On Campus



Look for our many online course options



### Kids On Campus

for updates, visit [bucks.edu/kidsoncampus](http://bucks.edu/kidsoncampus)



### Continuing Professional Education

for Healthcare Professionals, CPAs, Engineers, Social Workers, Teachers,  
Project Managers, Advanced Manufacturing, and more

Interested in a degree or certificate?  
Call our Admissions Office for a credit  
course brochure at 215-968-8100



View Course Offerings Online

Fall - 1302

[bucks.edu/con-ed-courses](http://bucks.edu/con-ed-courses)  
September - December, 2013